



*Formulaires de commande
Order Forms*

ICAO - A40 (40th General Assembly)

Septembre 24th to October 4th 2019

ICAO HeadQuarters



GES Canada Ltée

2345, rue Lapierre
LaSalle (Québec) H8N 1B7

☎ 514.367.4848 / 877.399.3976
☎ 514.367.5115
✉ montreal@ges.com
www.ges.com/ca



Expositions • Événements • Expériences
Exhibitions • Events • Experiences



Dear Exhibitor,

We are pleased that **GES Canada Ltd.** has been selected as your Official Service Contractor for:
ICAO - A40 (40th General Assembly)

We strive to offer you the best possible service to facilitate a successful show experience. Please review this manual carefully. It contains information and order forms for each of the many services offered by GES Canada Ltd. In order to provide efficient service for you it is important that you return these forms to us promptly. By placing your orders in advance, you will benefit from discounted prices on our furniture and deco items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold-out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary. GES requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, cheques, as well as wire transfer. **Please note that onsite pricing will include a premium.**

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call 1 (514) 367-4848 from Monday to Friday from (8:30 a.m. - 4:30 p.m.) and ask to speak to a Customer Service Representative (CSR). In addition, our GES Service Centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a successful event.

Save time, order online.
Place orders and manage your budget in one place.

EXPRESSO

Sincerely,
Your Customer Service Team

GES Canada Ltd.
2345 rue Lapierre
LaSalle, Québec, H8N 1B7
Phone: 1.514.367.4848
fax: 1.514.367.5115
email: montreal@ges.com



Show Information

ICAO - A40 (40th General Assembly)

September 24 to October 4th 2019

ICAO Headquarters

BOOTH EQUIPMENT (Your exhibit space includes)

This Hardwall package includes:

8' high backwall and 3' high side walls

Graphics for counter and back wall

1 white counter

4 bar stools

1 high cocktail table

Exhibitors are responsible for providing all additional furniture, equipment, power and lighting for their booths.

ELECTRICITY

Contact ICAO directly for special requests

EXHIBIT HALL CARPET

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by:

September 4

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Wave 1	Sept 23 1900 - 2030, Sept 24 0700 - 0830
Wave 2	Sept 26 1900 - 2030 , Sept 27 0700 - 0830
Wave 3	Sept 29 1900 - 2030 , Sept 30 0700 - 0830
Wave 4	Oct 2 1900 - 2030 , Oct 3 0700 - 0830

EXHIBIT HOURS

1st wave: September 24-26,2019	0830 - 1700
2nd wave: September 27-29,2019	0830 - 1700
3rd wave: September 30-Oct 2,2019	0830 - 1700
4th wave: october 3-4,2019	0830 - 1700

GES SERVICE DESK

Wave 1: Sept 23 1900 - 2030, Sept 24 0700 - 0830
Wave 2: Sept 26 1900 - 2030 , Sept 27 0700 - 0830
Wave 3: Sept 29 1900 - 2030 , Sept 30 0700 - 0830
Wave 4: Oct 2 1900 - 2030 , Oct 3 0700 - 0830

EXHIBITOR MOVE-OUT

September 26, 2019	1700 - 1900
September 29, 2019	1700 - 1900
October 2, 2019	1700 - 1900
October 4, 2019	1700 - 1900

OFFICIAL CARRIER

GES Canada Ltée
800 de la gauchetière Ouest
suite 1165
Montréal, Québec, H5A 1K6
1-514-861-9694
clarkson@ges.com

CUSTOM BROKER

ConsultExpo
info@consultexpoinc.com - Tel:514-482-8886

ICAO - A40 (40th General Assembly)

TO BE RETURNED TO GES BY AUGUST 26th 2019 - kheroux@ges.com



IMPORTANT NOTE:

Both booth package IS included with the exhibition package booked with ICAO for the 40th General Assembly.
Exhibitors will only be invoiced for all extras not included with the booth package.

Company name: _____ Booth # _____ Wave: _____

YOUR PACKAGE:



- Includes :
- Hard wall booth
 - Graphic - back wall
 - 1 x Counter
 - Graphic - counter
 - 1 high cocktail table
 - 4 bar stools

		BACKWALL	
4th floor Booth #21-32	booth		banner
	deep	wide	graphic back wall size
			imperial metric
	2,5 m	2,5 m	96,375 x 96" 244,7925 x 243,84 cm
		Foamcore	
Counter	38,125 " x 35,5"		96,8375 x 90,17 cm

You need to send your graphic files before:

date: **August 26th, 2019**

send with : <https://file.ges.com/>

to : kheroux@ges.com


TO BE RETURNED TO GES BY AUGUST 26th 2019 - kheroux@ges.com



ICAO - A40 (40th General Assembly)

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COMPANY NAME		BOOTH #	CONTACT NAME
STREET		PHONE	EMAIL
CITY	FAX	SHOW SITE CONTACT AND PHONE NUMBER	
PROVINCE/STATE	POSTAL CODE		
<p>Payment for Services - GES Canada Ltd. requires payment in full at the time services are ordered. Further, GES Canada Ltd. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.</p> <p>Discount Pricing: To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.</p> <p>Payment Methods - GES Canada Ltd. accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a fee for NSF cheques or wire transfers (to cover the bank fees).</p> <p>Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Canada Ltd. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.</p> <p>Tax Exempt - If you are tax exempted in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES Canada Ltd. office for this show. Taxes vary by location and will be added to your invoice if you do not submit your tax exemption certificate prior to the deadline.</p> <p>Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES Canada Ltd. on-site representative of any problem with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES Canada Ltd. set up costs or expenses. Please refer to the individual forms for cancellation fees.</p> <p>Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES Canada Ltd.</p> <p>You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event for any balance left without appropriate credit card on file.</p> <p>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for services rendered to your company for this event.</p> <p>If you have any questions regarding our payment policy, please contact GES Canada Ltd. or visit our service center during the move-in.</p>			
I agree in placing this order that I have accepted GES Canada Ltd. payment Policy and Terms & Conditions of Contract			
		Signature	
		Date	
		Name of the owner's card	
Payment authorization			
Credit card number			

Expiry date			
Security code			
<input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX			
Owner name			
Signature			
Complete payment			\$
Cheque must be labeled to GES CANADA Ltd. Your cheque must be received 2 weeks prior to the first day of move-in.			
COMPANY			# BOOTH

Faites parvenir votre commande par:

Please send your order by:

Télécopieur | Fax 1 (514) 367-5115

Courriel | E-mail montreal@ges.com



ELECTRONIC FUNDS/WIRE TRANSFER FORM

5875 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

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

GES Canada Limited

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

Your Company Name: _____

Contact Name: _____

Contact Number: _____

Booth Number: _____ Event Name: _____

GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Beneficiary's Name:

GES Canada Limited

Bank Name:

Bank of Montreal

Address:

350 - 7th Avenue SW
Calgary, AB
T2P 3N9

IF YOU ARE SENDING
CANADIAN DOLLARS (\$CDN)

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



EFT/Direct Deposit

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: PNBPU3NNYC
Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____

Date of Transfer: _____

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

Total: _____

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.



Material Handling Information

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 20 days prior to your show.
- Delivery of shipments to your booth on your first day of move-in (schedule permitting).
- Some convention centres 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 Advance Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- Please note that when utilizing a ground carrier other than the official supplier, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Canada Ltd.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, 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.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundredweight and rounded up to the nearest hundred. A minimum per shipment may apply. See enclosed Material Handling Order Form for details. Please prepay all shipping charges. GES Canada Ltd. cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded or is 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 late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

● **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Service centre** or from your GES service representative and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Forced Freight

Shipments left on-site after dismantle hours will be transferred to a storage warehouse. Charges relating to such shipping and handling will be charged to the exhibitor.

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 Service centre**. 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.

Machinery, Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour 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.

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 Canada Ltd. has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully.

GES Limits of Liability

- **Liability** - GES Canada Ltd. is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Canada Ltd. negligence.
 - **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.
- GES Canada Ltd. does not offer or sell insurance. GES Canada Ltd. is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES Canada Ltd.



Manutention à l'avance Advance Material Handling

ICAO - A40 (40th General Assembly)

Septembre 24th to October 4th 2019

ICAO Headquarters

A/S (C/O) GES c/o YRC
1725 Chemin St-François
Dorval, QC, H9P 2S1

Ce service inclut le déchargement à l'entrepôt et la livraison à votre stand au:

The rate for this service includes unloading at the warehouse and delivery to your booth at:

ICAO Headquarters

Envoi arrivant entre

Shipment arriving between: **August 20th to September 20th 2019**

Ce service n'inclut pas le retour à l'entrepôt à la fin de l'exposition. Votre transporteur doit ramasser votre matériel au débarcadère du lieu de l'exposition avant la fin du démontage sinon des frais d'entreposage vous seront chargés.

This service does not include returning the shipments to the warehouse at the end of the show. Your transporter must pick-up your shipment(s) at the loading dock of the venue before the end of the move-out or you will be charged for storage or for transport fees.

IDENTIFIEZ ET ADRESSEZ TOUT VOTRE MATÉRIEL "TOUS FRAIS PRÉPAYÉS" / MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"

Veuillez vous référer aux étiquettes d'expédition de ce manuel. / Please refer to the shipping labels in this manual.

GES Canada Ltée n'assumera aucune responsabilité pour la marchandise non emballée, mal emballée ou avec des dommages déjà apparents, la perte, le vol ou la disparition de toute marchandise après qu'elle soit livrée au stand de l'exposant ni avant la cueillette au stand de l'exposant pour le chargement après l'exposition. / GES Canada Ltd. shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building.

Si vos transporteurs désignés ne ramassent ou ne livrent vos matériaux à temps, ni le promoteur ni GES Canada Ltée ne seront responsables des délais subséquents. / If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor GES Canada Ltd. will be liable for any resulting delays.

MÉTHODE DE CALCUL DES FRAIS / METHOD OF CALCULATION OF CHARGES

Il est entendu que votre calcul est un estimé. La facturation sera faite à partir du poids réel. Les ajustements seront effectués en conséquence. / We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Notre marchandise sera expédiée à l'entrepôt le / Our shipment will be sent to the warehouse on:

Nombre de morceaux / Total Pieces:

Poids de la plus grosse unité / Weight of largest piece:

Dimensions de la plus grosse unité / Size of largest piece:

0599-ADV ENVOI/SHIPMENT = + 50 LBS

PRIX PAR/PRICE BY 100 LBS (200 LBS minimum)

X 122,00 \$

0599-SMA PETIT ENVOI / SMALL SHIPMENT - 50 LBS

PRIX PAR ENVOI / PRICE BY SHIPMENT

X 60,74 \$

0599-SPEA MANUTENTION SPÉCIALE/ SPECIAL HANDLING PRIX PAR / PRICE BY 100 LBS (200 LBS minimum)

X 158,50 \$

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire. Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilité de GES Canada Ltée stipulées dans ce catalogue de l'exposant.

Frais d'annulation: Après le début du montage du salon, toute annulation sera facturée à 100% du coût original.

The payment & credit card authorization form MUST accompany this form.

All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

Cancellation fees: Items cancelled after move-in begins will be charged at 100% of the original price.

**COMPAGNIE - # STAND
COMPANY - BOOTH #**

Faites parvenir votre commande par:

Please send your order by:

Télécopieur | Fax

1 (514) 367-5115

Courriel | E-mail

montreal@ges.com



MATÉRIAUX D'EXPOSITION

EXPÉDITION À L'AVANCE

À:

NOM DE LA COMPAGNIE

ICAO - A40 (40th General Assembly)

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S (C/O)

GES c/o YRC

1725 Chemin St-François

Dorval , QC, H9P 2S1

**HEURES D'OUVERTURE DE L'ENTREPÔT:
LUNDI AU VENDREDI 8:00 À 16:00**

Transporteur

Nombre _____ de _____ morceaux



EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO:

COMPANY NAME

ICAO - A40 (40th General Assembly)

NAME OF EXHIBITION

BOOTH NUMBER

A/S (C/O)

GES c/o YRC

1725 Chemin St-François

Dorval , QC, H9P 2S1

**WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM**

Carrier

Number _____ of _____ pieces



MATÉRIAUX D'EXPOSITION

EXPÉDITION À L'AVANCE

À:

NOM DE LA COMPAGNIE

ICAO - A40 (40th General Assembly)

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S (C/O)

GES c/o YRC

1725 Chemin St-François

Dorval , QC, H9P 2S1

**HEURES D'OUVERTURE DE L'ENTREPÔT:
LUNDI AU VENDREDI 8:00 À 16:00**

Transporteur

Nombre _____ de _____ morceaux



EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO:

COMPANY NAME

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NAME OF EXHIBITION

BOOTH NUMBER

A/S (C/O)

GES c/o YRC

1725 Chemin St-François

Dorval , QC, H9P 2S1

**WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM**

Carrier

Number _____ of _____ pieces

ICAO - A40 (40th General Assembly)

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ICAO HeadQuarters

INFORMATION DE L'EXPÉDITEUR / SHIPPER INFORMATION

Nom de la compagnie / Company name:			
Adresse / Address		Ville / City:	
		Province / État / State:	
Téléphone / Phone:		Télécopieur / Fax:	Code postal / Postal code:
Personne ressource / Contact :		Courriel / Email:	
Date de cueillette / Pick up date:		Heure de cueillette / Pick up time:	
Heures d'affaire / Business hours:		Quai de déchargement / Loading dock	
Courtier en douanes / Customs broker:		<input type="checkbox"/> Oui / Yes <input type="checkbox"/> Non / No	
J'expédie à l'entrepôt à l'avance / I will be shipping to the advance warehouse <input type="checkbox"/> Oui / Yes <input type="checkbox"/> Non / No		Documents de douane ci-joints / Custom paperwork attached <input type="checkbox"/> Oui / Yes <input type="checkbox"/> Non / No	

CONSIGNATAIRE / DESTINATION

Nom de l'exposition / Show name: ICAO - A40 (40th General Assembly)		Lieu de l'exposition / Exhibition Facility: ICAO HeadQuarters	
Personne contact / Contact person:		Téléphone / Phone:	
Date de livraison / Delivery date:		Heure de livraison / Delivery time:	

SERVICE DEMANDÉ / REQUIRED SERVICE

<input type="checkbox"/> Aller-simple / One way	<input type="checkbox"/> Montage / Move-in <input type="checkbox"/> Démontage / Move-out	<input type="checkbox"/> Aller - retour / Round Trip
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ITEM À EXPÉDIER / ITEM TO SHIP

# total de morceaux Total # of pieces	Dimensions	Poids estimé Estimated weight

Valeur déclarée / Declared value:	Poids total / Total weight:
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Signature de relâche / Release signature

Pour autoriser la livraison sans une signature

To authorize delivery without obtaining signature

COMPAGNIE / COMPANY	# STAND / BOOTH #
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Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Canada Ltée stipulées dans ce manuel de l'exposant.

All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor's kit.

Faites parvenir votre commande par:

Télécopieur | Fax 1 (514) 367-5115

Please send your order by:

Courriel | E-mail montreal@ges.com



Service de main d'oeuvre Installation & dismantling

ICAO - A40 (40th General Assembly)
Septembre 24th to October 4th 2019
ICAO Headquarters

COMPAGNIE / COMPANY	# STAND / BOOTH #

RENSEIGNEMENTS IMPORTANTS ET TARIFS / IMPORTANT INFORMATION AND RATES

TARIFS HORAIRES / HOURLY RATES	HEURES / TIME	PAR TRAVAILLEUR / PER WORKER
0595-IR Temps régulier / Straight Time	Lundi au vendredi entre 08h00 et 16h00 / Between 8:00AM and 4:00 PM Weekdays	99,50 \$
0595-IO Temps supplémentaire / Overtime	Avant 08h00 et entre 16h00 et 18h00 du lundi au vendredi; Entre 08h00 et 16h00 le samedi et dimanche. / Before 8:00AM and between 4:00PM and 6:00PM Weekdays; Between 8:00AM and 4:00PM Saturdays and Sundays	149,50 \$
0595-ID Temps double / Double time	Après 18h00 du lundi au vendredi; Après 16h00 le samedi et dimanche et lors de congés fériés. / After 6:00PM Weekdays; After 4:00PM Saturdays and Sundays and on all holidays.	199,50 \$

Veillez indiquer le plan choisi / Please indicate service

☐ AGISSEZ SANS LA PRÉSENCE DE L'EXPOSANT / GES SUPERVISED
(OK TO PROCEED)

GES Canada Ltée supervisera tout le travail effectué pour: / GES Canada Ltd. will supervise labour to:

- Déballer et installer le matériel d'exposition avant l'arrivée de l'exposant.
Unpack and install display before exhibitor arrival at showsite.
- Démonter et emballer le matériel à la fin du salon.
Dismantle and pack display after show closing.

Une surcharge de 25% (\$50.00 minimum) du total de la facture de main-d'œuvre sera ajoutée pour ce service additionnel. / A 25% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

Veillez cocher les cases appropriées / Please check off the appropriate boxes:

Photos / Photos - Directives ci-incluses - Set-up instructions attached

☐ Dans la caisse / in crate ☐ ci-incluses / attached

☐ SUPERVISÉ PAR L'EXPOSANT / EXHIBITOR SUPERVISED (DO NOT PROCEED)

Le travail est fait sous la supervision de l'exposant. / Exhibitor will supervise.

- L'heure du début des travaux ne peut être garantie que lorsque la main-d'œuvre est réservée pour le début de la journée (à compter de 8h00). / Starting time can only be guaranteed where labourers are requested for the start of the working day, which is 8:00am.
- L'exposant doit se présenter au comptoir de services pour prendre en charge les ouvriers réservés, et après que le travail soit terminé / The exhibitor representative has to check in at the service desk to pick up labourers ordered. The exhibitor representative also has to check labourers out at the service desk upon completion of the work.

GES Canada Ltée ne sera pas responsable pour aucune perte ou dommage causé durant l'installation, le déballage, le démontage ou l'emballage du matériel de l'exposant. / GES Canada Ltd. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property.

NOTES

Placez la commande ici / Place order here

	# d'ouvrier / # of labourers	Dates / Dates	Heure début / Start Time	Heure fin / End Time	Total d'heures / Total hours	Tarif / Rate	Total
Installation / Set-Up							
Démontage / Dismantle							

Les pourboires, incluant argent comptant ou heures pour travail non-effectué ne sont pas permis par GES Canada Ltée. GES Canada Ltée demande le plus haut niveau d'intégrité de tous ses employés. *Gratuities in any form, including cash gifts, or labour hours for work not actually performed are prohibited by GES Canada Ltd. GES Canada Ltd. requires the highest standards of integrity from all employees.*

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire.
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Frais d'annulation: Après le début du montage du salon, toute annulation sera facturée à 100% du coût original.

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Montant / Amount	\$
*Surcharge de 25 % / 25% surcharge (50 \$ min.)	\$
104060264 - TPS 5% GST	\$
1001673382 - TVQ 9.975% QST	\$
TOTAL	\$

Faites parvenir votre commande par:

Télécopieur | Fax

1 (514) 367-5115

Please send your order by:

Courriel | E-mail montreal@ges.com

Chaises / Chairs

0503



Chaise tissu gris
Side chair grey fabric

0504



Fauteuil tissu gris
Armchair grey fabric

0502



Fauteuil aluminium
Aluminium armchair

Tabourets / Stools



Tabouret Alice
Alice Stool

0512



Tabouret de bar noir
Black bar stool

0514



Tabouret tissu gris
High stool grey fabric

Tables / Tables

0521



Table à café
Coffee table 30" x 18"H

0523



Table
Table 30" x 30"H

0527 A40



Table ronde aluminium
Round aluminium table 24" x 43"H

0553
0551



Table avec jupe
Draped table 72" x 24" x 30"H
Table avec jupe
Draped table 48" x 24" x 30"H

Disponible 42" haut / Available 42" high

Comptoirs, bureau / Counters, Desk

0651-CC-06



Comptoir courbé,
portes coulissantes
Curved counter with
sliding doors 40" x 32" X 40"H

0651-06



Comptoir, portes coulissantes
Counter with sliding doors 40" x 20" x 40"H

0650-06



Comptoir vitrine
Showcase counter 40" x 20" x 40"H

Présentoirs / Displays

0532



Chevalet
Tripod easel 61" H

0632-A



Porte affiche
Sign holder 60" H

0654-0



Présentoir vitrine
Showcase 40" x 20" x 80"H
20" de large aussi disponible / 20" wide also available

0621



Présentoir vitrine
Showcase 20" x 20" x 80"H
40" de large aussi disponible / 40" wide also available

Divers / Miscellaneous

0608



Boîte de tirage pour table
Raffle cube for table 12" x 12" x 12"H

0606-06



Boîte de tirage
Raffle Box 18,5" x 18,5" x 40"H

0532-A



Support à brochure
Literature rack 9" x 55"H



Mobilier Furniture

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LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
Tables avec jupes / Skirted Tables (recouverte de vinyle blanc / White Vinyl Top)					
	0551	Table de 4' de longueur avec jupe 30" (h) / Skirted 4' long table with 30" high skirt	105,00 \$	146,00 \$	
	0553	Table de 6' de longueur avec jupe 30" (h) / Skirted 6' long table with 30" high skirt	118,00 \$	164,00 \$	
	0541	Table de 4' de longueur avec jupe 42" (h) / Skirted 4' long table with 42" high skirt	151,00 \$	210,00 \$	
	0542	Table de 6' de longueur avec jupe 42" (h) / Skirted 6' long table with 42" high skirt	171,50 \$	238,00 \$	
	0549	Jupe 4e côté (optionnel) / 4th side skirted (optional)	35,50 \$	49,00 \$	
Le noir sera la couleur choisie par défaut si aucun choix n'a été fait. Black will be provided if no other colour choice has been made.					
Couleur de jupe/ Skirt color : Noir - Black <input type="checkbox"/> Bleu - Blue <input type="checkbox"/> Vert - Green <input type="checkbox"/> Rouge - Red <input type="checkbox"/> Blanc - White <input type="checkbox"/> Gris -Grey <input type="checkbox"/>					
Tables sans jupe (recouvert de vinyle seulement) / Un-skirted Tables (White Vinyl Top Only)					
	0550	Table de 4' de longueur et 30" (h) / 4' long and 30" high table	65,50 \$	91,00 \$	
	0552	Table de 6' de longueur et 30" (h) / 6' long and 30" high table	79,00 \$	110,00 \$	
	0544	Table de 4' de longueur et 42" (h) / 4' long and 42" high table	99,50 \$	138,50 \$	
	0545	Table de 6' de longueur et 42" (h) / 6' long and 42" high table	108,50 \$	150,50 \$	
Tables					
	0521	Table à café ronde, blanche 18" (h) / 18"H Round, White Coffee Table	115,50 \$	160,50 \$	
	0522	Table à café ronde, noire 18" (h) / 18"H Round, Black Coffee Table	115,50 \$	160,50 \$	
	0523	Table ronde blanche 30"x30" (h) / 30"x30"H Round, White Table	135,50 \$	188,00 \$	
	0524	Table ronde noire 30"x30" (h) / 30"x30"H Round, Black Table	135,50 \$	188,00 \$	
	0527-A-40	Table de cocktail 43" (h) / 43"H cocktail table	171,50 \$	238,00 \$	
Chaises / Chairs					
	0502-A	Fauteuil aluminium / Aluminum Armchair	108,50 \$	150,50 \$	
	0503	Chaise de tissu gris (sans bras) / Grey Side Chair (armless)	84,00 \$	117,00 \$	
	0504	Fauteuil de tissu gris / Grey Arm Chair	128,50 \$	178,50 \$	
	0512	Tabouret de bar noir (sans dossier) / Black Bar Stool (no back)	58,00 \$	80,50 \$	
	0514	Tabouret de tissu gris (avec dos) / Grey Stool (with back)	141,00 \$	196,00 \$	
	0514-ALS	Tabouret Alice Noir / Black Alice Stool	139,50 \$	194,00 \$	
Comptoirs / Counters					
	0651-06	Comptoir blanc avec portes 40" x 20" x 40"H White counter with doors	327,00 \$	454,00 \$	
	0651-CC-06	Comptoir courbé blanc 40" x 32" x 40"H White curved counter	509,50 \$	707,50 \$	
	0650-06	Comptoir vitrine 40" x 20" x 40"H Showcase counter	421,00 \$	585,00 \$	
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			104060264 - TPS 5% GST		\$
			1001673382 - TVQ 9.975% QST		\$
			TOTAL		\$
COMPAGNIE / COMPANY			STAND \ BOOTH		
<p>Faites parvenir votre commande par: Please send your order by:</p> <p>Télécopieur 1 (514) 367-5115 Courriel E-mail montreal@ges.com</p>					



Accessoires Accessories

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Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
Accessoires divers / General Accessories					
	0532	Chevalet / <i>Tripod Easel</i>	58,50 \$	81,50 \$	
	0532-A	Présentoir à littérature / <i>Literature Rack</i>	205,00 \$	284,50 \$	
	0534	Corbeille à papier / <i>Wastebasket</i>	18,50 \$	25,50 \$	
	0534-B	Bac de recyclage / <i>Recycling bin</i>	18,50 \$	25,50 \$	
	0539	Porte manteaux en chrome / <i>Chrome Garment Rack</i>	78,00 \$	108,00 \$	
	0606-06	Boîte de tirage 20"x20"x40"H <i>Raffle Box</i>	159,00 \$	220,50 \$	
	0621	Présentoir Vitrine 20" x 20" x 80"H <i>Showcase</i>	579,00 \$	804,00 \$	
	0632-A	Porte affiche 60"h / 60"H <i>sign holder</i>	89,50 \$	124,00 \$	
	0654-0	Présentoir (ouverte sur 4 côtés) 40" x 20" x 80" H <i>Showcase (open on 4 sides)</i>	795,00 \$	1 104,00 \$	
	0661-40H	Cube 18" x 18" x 40"H <i>cube</i> <i>Autres options (couleurs, dimensions) disponibles</i> <i>More options (colours, size) available)</i>	178,50 \$	248,00 \$	
	0693-A	Panneau d'affichage 4'x8' / 4'x8' <i>Poster Panel</i>	302,50 \$	420,00 \$	
	0694	Support pour sac / <i>Bag holder</i>	99,50 \$	138,50 \$	
	0532-B	Présentoir à littérature Zig-Zag	205,00 \$	284,50 \$	
	0500	Petit réfrigérateur compact / <i>mini-fridge</i>	277,50 \$	385,50 \$	
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			104060264 - TPS 5% GST		\$
			1001673382 - TVQ 9.975% QST		\$
			TOTAL		\$
			COMPAGNIE / COMPANY		# STAND BOOTH #
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Télécopieur Fax 1 (514) 367-5115 Courriel E-mail montreal@ges.com					

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Qté/Qty	Code	Description	Escompté Discount \$	\$ Régulier Regular \$	Total
	0110	Plantes tropicales vertes / Green tropical plants (3' - 5' haut/tall)	103,00 \$	143,00 \$	
	0110-M	Plantes tropicales vertes / Green tropical plants (6' - 7' haut/tall)	147,50 \$	205,00 \$	
	0110-A	Plantes tropicales vertes / Green tropical plants (7'-8' haut/tall)	211,50 \$	293,50 \$	
	0113	Fougère / Boston Fern	82,00 \$	114,00 \$	
	0111	Chrysanthème / Chrysanthemums	52,00 \$	72,00 \$	
	0112	Azalées / Azaleas	82,00 \$	114,00 \$	
	0115	Arrangement de fleurs fraîchement coupées Fresh cut flower arrangement	Selon votre budget/ Based on your budget		



0110-A



0113



0111



0112



Idéal pour comptoirs et tables!
Ideal for counters and tables!



Préparation sur demande,
en fonction de vos besoins,
des couleurs de votre
compagnie et de votre
budget!

Communiquez avec nous!

Custom-designed as per
your needs, brand colours
and budget!

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Montant / Amount	\$
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1001673382 - TVQ 9.975% QST	\$
TOTAL	\$
COMPAGNIE / COMPANY	# STAND BOOTH #

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Télécopieur Fax 1 (514) 367-5115

Please send your order by:

Courriel | E-mail

montreal@ges.com

TRANSFER METHOD FOR GRAPHIC FILES

SUPPORTED PROGRAMS AND FILE TYPES:

- CorelDRAW
- Adobe Photoshop
- Adobe Illustrator
- PDF in high resolution
- Vectors (EPS, AI or CDR)
- Bitmap (TIF, JPG, BMP, PSD) must be at 100 dpi at final size.
A good tip: work with 400 dpi files as usual, but at 25% of the artwork's final size.

ATT. Desktop software files, logotypes and graphics that are used for Web sites, are not suitable for large format printing.

FONTS

All texts must be converted to curve or outline. Otherwise, it is important to supply the used fonts (screen and printer).

COLOR PRINTS

The supported color mode is CMYK. It is important to include in your transfer a file indicating detailed colors and their Pantone reference. Otherwise, the received file will be printed as is and we will not be held responsible for the final result.

TRANSFERRING VIA OUR WEB SITE : <https://file.ges.com/>



Terms & Conditions of Contract and Limits of Liability & Responsibility

I. Definitions:

Agents: GES Canada Ltd.'s agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting services from GES Canada Ltd.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES Canada Ltd. is requested to perform services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES Canada Ltd.

Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES Canada Ltd. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES Canada Ltd., and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES Canada Ltd. or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:

Payment for Services. Customer shall be liable for all unpaid charges for services performed by GES Canada Ltd. or Agents. Customer authorizes GES Canada Ltd. to charge it's credit card directly for services rendered on it's behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES Canada Ltd. has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES Canada Ltd., GES Canada Ltd. is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES Canada Ltd.: Except to the extent of GES Canada Ltd.'s own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Canada Ltd. from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES Canada Ltd. harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES Canada Ltd. to Customer: To the extent of GES Canada Ltd.'s own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Canada Ltd. shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES Canada Ltd. assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods

Negligence standard: GES Canada Ltd. shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES Canada Ltd. .

Condition of Goods: GES Canada Ltd. shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Canada Ltd. shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES Canada Ltd. shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES Canada Ltd. shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES Canada Ltd. assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES Canada Ltd. assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES Canada Ltd. assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring it's own Goods for any and all risk of loss.

Labour: GES Canada Ltd. assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Canada Ltd. provided labour. If GES Canada Ltd. supervises labour for a fee, GES Canada Ltd. shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES Canada Ltd. and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.



Terms & Conditions of Contract and Limits of Liability & Responsibility

Empty Storage: GES Canada Ltd. assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Canada Ltd. Service centre for empty container storage. Damage that is the direct result of GES Canada Ltd.'s negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES Canada Ltd. shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove it's Goods on or before the targeted time. If Goods remain on the floor after this point, GES Canada Ltd. has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES Canada Ltd. is authorized to proceed in the manner chosen by the Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES Canada Ltd.'s discretion, and at Customer's expense assuming the Goods are labeled for return. GES Canada Ltd. retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES Canada Ltd. shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES Canada Ltd. shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES Canada Ltd. will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES Canada Ltd.'s liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

No Insurance: GES Canada Ltd. is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES Canada Ltd. performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES Canada Ltd. within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES Canada Ltd. within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Canada Ltd. Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES Canada Ltd., Customer will not withhold payment or any amount due GES Canada Ltd. for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Canada Ltd. prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Canada Ltd. shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Canada Ltd. reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Quebec.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES Canada Ltd.'s liability for Customer's Goods:

The responsibility of GES Canada Ltd. with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES Canada Ltd. shall be liable only for loss or damage to Goods caused by GES Canada Ltd.' sole negligence. GES Canada Ltd.'s liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES Canada Ltd. is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES Canada Ltd.'s immediate control. GES Canada Ltd. is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Canada Ltd. is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Canada Ltd. In no event shall GES Canada Ltd. be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES Canada Ltd. as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Canada Ltd. recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA LTD. OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.



Sécurité d'abord!
Safety First!

La sécurité est très importante pour toutes les personnes qui travaillent dans la salle d'exposition, surtout la vôtre !

GES Canada Ltée fait de la sécurité sa priorité. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'évènement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'évènement plus sécuritaire et agréable pour vous et vos confrères exposants. Veuillez vous référer et respecter la liste des conseils de prévention de pertes que vous trouverez ci-dessous. Ces directives aideront à améliorer la sécurité de l'évènement en général et de prévenir des blessures aux exposants, aux employés et à vous. Amusez-vous et faites-le en toute sécurité! Merci de votre collaboration !

Guide de conseils de prévention de perte pour les exposants sur le site de l'évènement.

- Il est strictement INTERDIT de fumer dans le hall d'exposition.
- Il est INTERDIT de monter debout sur les chaises, tables ou tout autre mobilier. Veuillez utiliser une échelle ou demander de l'aide auprès du personnel de GES.
- Seuls les employés autorisés de GES Canada Ltée ont l'autorisation d'opérer les chariots élévateurs ainsi que les transpalettes. Demandez de l'aide.
- Faites attention aux chariots élévateurs qui circulent dans les allées et sur les débarcadères. Veuillez s.v.p. vous tenir loin de ces appareils, surtout lorsqu'ils transportent une charge ou une palette.
- Ne jamais courir dans le hall d'exposition. S.V.P. veuillez marcher. Attention où vous mettez les pieds dans les allées et restez loin des débarcadères.
- Les fils électriques ainsi que les extensions peuvent être dangereux s'ils sont effilochés ou étendus dans une allée. S.V.P. veuillez vérifier l'état des fils. Pour toute assistance ou pour remplacer un fil endommagé, veuillez aviser le responsable des services électriques. Ne pas surcharger les prises électriques.
- S.V.P. veuillez garder les sorties de secours dégagées. Si vous êtes témoin d'un feu, veuillez le signaler immédiatement ou actionner l'alarme de feu le plus près.
- Si vous renversez quelque chose, ou apercevez un liquide renversé, veuillez le signaler immédiatement.
- Gardez votre espace propre. Jetez les débris et disposez votre matériel de façon sécuritaire.
- Les allées doivent demeurer propres et sans débris.
- Assurez-vous que vos effets de grandes valeurs sont placés dans un endroit sécuritaire dans le hall d'exposition. Les articles laissés sans supervision dans les kiosques peuvent être la cible de vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES.

Safety is very important for everyone working in the exhibit hall, especially you!

GES Canada Ltd. is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Canada Ltd. supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors. Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES Canada Ltd. personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Canada Ltd. personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Apply good housekeeping. Dispose of any waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES Canada Ltd. representative of any safety issues or concerns.