

## GES Customs Services

GES is proud to offer our clients a one-source solution for Customs and Transportation service

### Reliable and Efficient Service

Experienced and reliable staff you can depend on who specialize in Tradeshow Customs procedures

Personnel are accessible at all times

### Value Added Service

Save time and money by making fewer calls

### Personalized Service

Telephone, email and fax communication

Forms and instructions for completion in all Exhibitor Service Kits

One-on-one Customs consultation to assist all exhibitors with their specific needs

### On-Site Representation

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

### Before you ship, contact GES

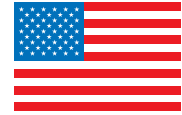
Please contact GES using one of these convenient options:

- Email: [CanadaWestLogistics@ges.com](mailto:CanadaWestLogistics@ges.com)
- Phone: 403-243-2212
- Toll free: 800-636-8235
- Fax: 403-243-3868

**Leave all your shipping, customs clearance and furniture rentals to GES.**



# CUSTOMS SIMPLIFIED TIPS FOR SHIPPING ACROSS THE BORDER



## WELCOME TO CANADA

Canada is very proud to open its doors and borders to International Conventions, Meetings and Tradeshows. Like all countries, we have rules and regulations with respect to crossing the border and they are controlled and administered by Canada Customs, an official agency of the Revenue Department of the Canadian Government.

GES Customs Brokerage Services can help you make exhibiting across the border a simple and straightforward two-way experience for your people, products and display equipment. The following pages contain information and forms to assist you in that process by explaining what and when things have to be done.

### 1. Use Official Suppliers

It is beneficial for exhibitors to use the official suppliers selected for the show (i.e. GES Customs Brokerage Services and GES Logistics).

### 2. Complete Customs Documents

Complete all mandatory and necessary documents and fax copies to our GES office prior to shipping. Send all originals with the shipment and bring 2 copies to the show.

### 3. Ship on Time

Have materials shipped to arrive 7 days prior to move-in and consolidate shipments to reduce costs. GES Logistics is the recommended transportation carrier. All shipments must be paid for in advance. We do not recommend shipping by parcel carriers or by mail.

### 4. Hand Carrying or Private Vehicle

Notify GES at least a week in advance if you are bringing goods with you on the plane or crossing the border in a company, rental or personal vehicle.

### 5. Tracing Service

To assist GES personnel in locating your exhibit freight please bring a record of the shipment "Tracking Number" provided by GES Logistics or your carrier. Our personnel have the knowledge and connections to expedite your shipment to the show site as quickly as possible.

### 6. Changes & Return Shipments

Notify GES Customs Brokers immediately of any change(s) to what is being shipped, quantities, addresses, etc., as well as what materials will be returned to the U.S. and provide the correct return address.

### 7. Communicate with GES CUSTOMS/LOGISTICS Contacts

GES will be in touch with you starting 3-4 weeks prior to the event and will have staff on site or on call during move-in, show days, and move-out. Exhibitors will be provided with cell phone numbers for 24-hour, 7-days-a-week access to your GES CUSTOMS and LOGISTICS contacts.

# Customs / Transportation Order Form

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

GES Customs Brokerage Services are powered by TWI Exhibition Logistics, Inc. The purpose of this form is to authorize TWI Exhibition Logistics, Inc. ("TWI"), located at 7145 West Credit Avenue, Building 1, Unit 101A, Mississauga, ON L5N 6J7 (Business Number 129144481RM0001), a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods. Such business may include, but is not limited to, the following:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released;
2. The transportation, warehousing, and distribution of such goods;
3. Accessing Business Number import/export account(s) information.

In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required, and to transact business at the customs office(s) located in all CBSA offices in Canada on our behalf. This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below:

## Show/Event Name:

### Services Required (please check one):

- Customs Clearance and Transportation       Customs Clearance Only       Transportation Only

## Show/Event Dates:

Shipper Info.

Company Name: \_\_\_\_\_  
 IRS #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Post: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Delivery Info.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Facility Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Post: \_\_\_\_\_  
 On-site Contact: \_\_\_\_\_ Cell: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Return Freight Info.

No Return Shipment       Same as Shipper  
 Company Name: \_\_\_\_\_  
 IRS #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Post: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Info.

Same as Shipper  
 Company Name: \_\_\_\_\_  
 Importer # (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Post: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.

Charge to:       Visa       MasterCard       American Express  
 Cardholder Name: \_\_\_\_\_ CVV Number: \_\_\_\_\_ (3 digit number)  
 Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 I hereby authorize use of this card for payment of services relative to this form.  
 Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Pick-up Info.

Carrier Name & Contact Info: \_\_\_\_\_ (if using any carrier other than GES)  
 Ready for Pick-up: \_\_\_\_\_ (Date) Available for Pick-up Between: \_\_\_\_\_ (Times/Hours)  
 Loading Dock:       Yes       No      Must Deliver By: \_\_\_\_\_ (Date & Time)

### Commodity Info. \*\*NOTE: Service will be charged on ACTUAL weight & dimensions\*\*

Shipment Info.

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	Per Piece	Total
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	

\_\_\_\_\_ Total      Service Required:       One Way       Round Trip      **Total Weight:** \_\_\_\_\_  
 Requested Service Level:       Time Critical       3-5 Day       Ground  
 Additional Services Required:       Lift Gate       Inside Pick Up/Delivery       Weekend Pick Up/Delivery

## Shipment Terms & Conditions

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

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

## Order Authorization \*\*NOTE: Original Signature Required\*\* Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

This order is placed with the specific understanding that we are engaging GES, powered by TWI, as our agent. TWI performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at <http://www.twiglobal.com/twicancustomsterms.pdf>. The foregoing terms, respectively, limit the liability of TWI and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under TWI's "Trading Conditions Applicable to Customs Services", the liability of TWI - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall TWI be liable for any indirect or consequential damages including but not limited to any loss of profit.

We agree to be bound by all Terms and Conditions outlined in this form.



\_\_\_\_\_ This form was completed by (please print full name) \_\_\_\_\_ Title \_\_\_\_\_

Please Sign

X \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

# Customs / Transportation Order Form

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- The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released;
- The transportation, warehousing, and distribution of such goods;
- Accessing Business Number import/export account(s) information.

In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required, and to transact business at the customs office(s) located in all CBSA offices in Canada on our behalf. This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below:

**Show/Event Name:** NAME OF THE SHOW / EVENT YOU ARE ATTENDING

**Show/Event Dates:** DATES THE SHOW / EVENT IS BEING HELD

**Services Required (please check one):**

- Customs Clearance and Transportation     Customs Clearance Only     Transportation Only

Shipper Info.

Company Name: ABC COMPANY  
 IRS #: 12-3456789  
 Address: 123 SOMEPLACE AVENUE  
 SUITE 3  
 City: NEW YORK State/Prov: NY Zip/Post: 10093  
 Contact Name: JOHN SMITH Tel: 555-555-0000  
 E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Delivery Info.

Company Name: ABC COMPANY Booth #: 1001  
 Facility Name: SHOW / EVENT VENUE NAME  
 Address: VENUE ADDRESS  
 City: CALGARY State/Prov: AB Zip/Post: T0X X0X  
 On-site Contact: JANE DOE Cell: 555-555-0002  
 E-mail: JDOE@ABCCOMPANY.COM

Return Freight Info.

No Return Shipment     Same as Shipper  
 Company Name: ABC COMPANY  
 IRS #: 12-3456789  
 Address: 123 SOMEPLACE AVENUE  
 SUITE 3  
 City: NEW YORK State/Prov: NY Zip/Post: 10093  
 Contact Name: JOHN SMITH Tel: 555-555-0000  
 E-Mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Billing Info.

Same as Shipper  
 Company Name: ABC COMPANY  
 Importer # (if applicable): 123456789RM0001  
 Address: 123 SOMEPLACE AVENUE  
 SUITE 3  
 City: NEW YORK State/Prov: NY Zip/Post: 10093  
 Contact Name: JOHN SMITH Tel: 555-555-0000  
 E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

### Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.

Charge to:  Visa     MasterCard     American Express  
 Cardholder Name: JOHN SMITH CVV Number: 123 (3 digit number)  
 Credit Card Number: 1234 5678 9123 4567 Expiry Date: 07/22  
 I hereby authorize use of this card for payment of services relative to this form.  
 Cardholder Signature: *John Smith* Date: OCTOBER 5, 2018

### Pick-up Info.

Carrier Name & Contact Info: TRANSPORTATION COMPANY & CONTACT PHONE / E-MAIL (if using any carrier other than GES)  
 Ready for Pick-up: MM/DD/YYYY (Date) Available for Pick-up Between: 8:00 AM - 4:00 PM (Times/Hours)  
 Loading Dock:  Yes     No Must Deliver By: MM/DD/YYYY H:MM AM/PM - H:MM AM/PM (Date & Time)

### Commodity Info. \*\*NOTE: Service will be charged on ACTUAL weight & dimensions\*\*

Shipment Info.

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)		Length	Width	Height		Per Piece	Total
2	BOXES	@ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56	112
1	SKID	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	400
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3	<b>Total</b>							512

Service Required:  One Way     Round Trip    **Total Weight:** 512  
 Requested Service Level:  Time Critical     3-5 Day     Ground  
 Additional Services Required:  Lift Gate     Inside Pick Up/Delivery     Weekend Pick Up/Delivery

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### Order Authorization \*\*NOTE: Original Signature Required\*\* Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

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We agree to be bound by all Terms and Conditions outlined in this form.



JOHN SMITH    CEO  
 This form was completed by (please print full name)    Title  
*John Smith*    OCTOBER 5, 2018  
 Authorized Signature    Date

Please Sign



# Private Vehicle Border Crossing & ACE E-Manifest Information

powered by:



## CANADA

Estimated Date of Arrival:

Estimated Time of Arrival:

Port of Crossing into Canada:

**\*\*NOTE: The port of crossing MUST be capable of processing commercial clearances. If your port of crossing is not listed, please contact TWI.**

- Pacific Highway (Surrey, BC)
- Huntingdon (Abbotsford, BC)
- Kingsgate, BC
- Coutts, AB
- North Portal, SK

- Emerson, MB
- Blue Water Bridge (Sarnia, ON)
- Ambassador Bridge (Windsor, ON)
- Peace Bridge (Fort Erie, ON)
- Queenston/Lewiston Bridge (Niagara Falls, ON)

- Thousand Islands Bridge (Lansdowne, ON)
- Lacolle, QC
- Woodstock, NB
- International Avenue Bridge (St. Stephen, NB)
- Other (must be verified by TWI): \_\_\_\_\_

Border Crossing Info.

## USA

Estimated Date of Arrival:

Estimate Time of Arrival:

Port of Crossing into USA:

**\*\*NOTE: The port of crossing MUST be capable of processing commercial clearances. If your port of crossing is not listed, please contact TWI.**

- Pacific Highway (Blaine, WA)
- Sumas, WA
- Eastport, ID
- Sweetgrass, MT
- Portal, ND

- Pembina, ND
- Blue Water Bridge (Port Huron, MI)
- Ambassador Bridge (Detroit, MI)
- Peace Bridge (Buffalo, NY)
- Queenston/Lewiston Bridge (Buffalo, NY)

- Thousand Islands Bridge (Alexandria Bay, NY)
- Champlain, NY (Rouses Point)
- Houlton, ME
- International Avenue Bridge (Calais, ME)
- Other (must be verified by TWI): \_\_\_\_\_

Vehicle Info.

Type of Vehicle (Car, Van, Semi-Tractor, Box Truck, etc.):

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Trailer Info.

Type of Equipment (Semi-Truck Trailer, Flatbed, etc.):

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Driver Info.

Full Name:

Date of Birth:

Gender:

Citizenship:

Driver's License #:

Expiry Date:

State / Province of Issue:

Country of Issue:

Passport #:

Expiry Date:

Country of Issue:

Passenger Info.

Full Name:

Date of Birth:

Gender:

Citizenship:

Driver's License #:

Expiry Date:

State / Province of Issue:

Country of Issue:

Passport #:

Expiry Date:

Country of Issue:

**\*\*PLEASE ATTACH ADDITIONAL PASSENGER / CREW INFORMATION ON A SEPARATE SHEET\*\***

To be completed ONLY if applicable

Carrier Info.

Standard Carrier Alpha Code (SCAC):

Shipment Control Number (SCN):

Trip Number:



COMMERCIAL INVOICE / PACKING LIST

powered by:



Delivering First Class Service Every Time

Shipper:	Consignee (Ship To):	Shipped Via:	*REMARKS ("X" each item)  *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
		Shipped To: <input type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site	
		IRS #:	
		Pieces:	
		Weight: <input type="checkbox"/> kg <input type="checkbox"/> lbs	
		Ship Date:	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name &amp; Model # for all electronic equipment.</small>	Origin	Weight in <u>lbs</u> (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

\*\*FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

\*\*CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes GES, TWI, and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the GES or TWI conditions of carriage. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE:  
PERMANENT IMPORT VALUE:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



COMMERCIAL INVOICE / PACKING LIST

powered by:



Delivering First Class Service Every Time

Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093  JOHN SMITH - 555-555-0000	Consignee (Ship To): ABC COMPANY, BOOTH# 1001 C/O NAME OF THE SHOW/EVENT VENUE NAME VENUE ADDRESS  ONSITE CONTACT NAME & CELL PHONE #		Shipped Via: TRANSPORTATION COMPANY NAME Shipped To: <input type="checkbox"/> Adv. Whse <input checked="" type="checkbox"/> Show Site	*REMARKS ("X" each item)  *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
			IRS #: 12-3456789	
			Pieces: 3	
			Weight: 512 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	
			Currency: USD	
			Ship Date: 10/5/2018	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name &amp; Model # for all electronic equipment.</small>	Origin	Weight in lbs (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	200	48	48	48	1.81	9403.20	X			10,000.00	10,000.00
		2	55" LED TV'S - LG MODEL# 55EG9100	CHINA	50					8528.72	X			700.00	1,400.00
		2	METAL TV STANDS	JAPAN	75					9403.20	X			200.00	400.00
1	BOX	1000	ADVERTISING LITERATURE	USA	75	23	23	48	1.81	4911.10			X	0.05	50.00
		400	BALL POINT PENS	CHINA	10					9608.10			X	0.15	60.00
1	BOX	200	CATALOGS	USA	100					4911.10			X	1.00	200.00
		2	POSTERS	USA	2					4911.91		X		15.00	30.00

**Electronic Equipment MUST include Brand Name & Model #.**

**Each commodity MUST be listed on it's own line; Please DO NOT group items. Also, please note that vague descriptions, such as "Give Aways" or "Trade Show Samples" will NOT be accepted.**

**Indicate the Country of Manufacture / where the goods are made.**

**Values need to reflect the cost of goods (price paid), or the selling price of goods (price payable); whichever is greater. \$0 values will NOT be accepted.**

\*\*FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	12,140.00
INSURANCE:	80.00
FREIGHT CHARGE:	700.00
<b>**TOTAL CIF VALUE:</b>	<b>12,920.00</b>

\*\*CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes GES, TWI, and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the GES or TWI conditions of carriage. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE: 11,800.00  
 PERMANENT IMPORT VALUE: 340.00

Signature: John Smith

Date: 10/5/2018



# Textile Manufacturer Info.



Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: \_\_\_\_\_

MID# or Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: \_\_\_\_\_

MID# or Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: \_\_\_\_\_

MID# or Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 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.

## 2020 Canadian Association of Agri - Retailers

TCU Place

February 11 - 13, 2020

Discount Deadline Date:

January 31, 2020

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.