



IEEE ESTMP
March 16, 2020
River Cree Resort

GES is pleased to have been selected as the official service contractor by the show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **ADVANCED PRICES** and order forms for each of the many services being provided by **GES**.

For your convenience, we will be offering the following services:

Expresso Online Ordering
Furnishings
Specialty Furnishings
Carpet & Under Padding
Modular Exhibit Systems & Accessories
Graphics
In-Booth Forklifting
Material Handling
GES Logistics / Shipping
Electrical

To take advantage of our **ADVANCED PRICING**, all order forms and full payment must be received on or before the Advanced Date as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of GST when exhibiting in Alberta. **ON-SITE PRICING** is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 10% to the Standard Price listed above.

Save time and money by ordering online at www.ges.com/ca

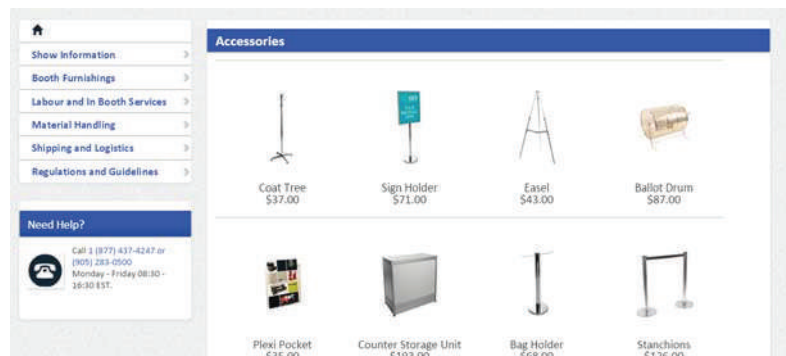
If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767**.



Accelerate your experience using the Expresso planning, ordering and management tool.

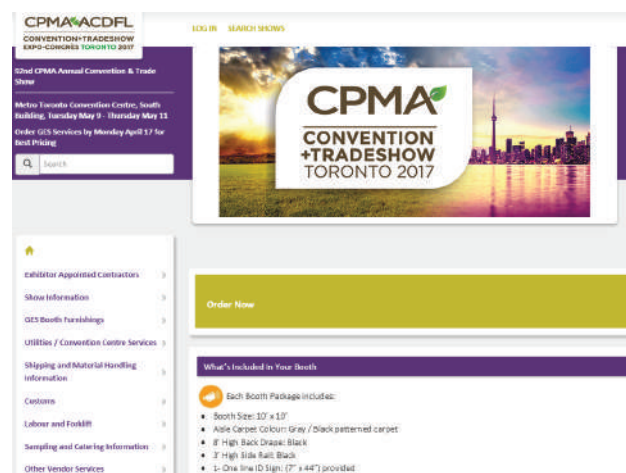
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



Experience a difference with Expresso.

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





ORDER FORM RECAP

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME:

IEEE ESTMP

ADVANCED PRICE

Monday, March 2, 2020

SHOW DATE:

March 16, 2020

DEADLINE DATE:

TO: **GES Edmonton**
FAX: **780-469-1619**
EMAIL: **edmonton@ges.com**

DATE:

FROM:

COMPANY:

PHONE:

EMAIL:

SHOW NAME:

BOOTH #:



To help us ensure we have received your entire order and we have the correct totals, check off those forms you are sending us and complete value section for each form

	GES ORDER FORM (s)	Pg. Total
<input type="checkbox"/>	Credit Card Authorization	\$
<input type="checkbox"/>	Third Party Billing	\$
<input type="checkbox"/>	Furnishings	\$
<input type="checkbox"/>	Specialty Furnishings	\$
<input type="checkbox"/>	Carpet & Under Padding	\$
<input type="checkbox"/>	Modular Exhibit System Rentals	\$
<input type="checkbox"/>	Modular Exhibit System Accessories	\$
<input type="checkbox"/>	Graphics	\$
<input type="checkbox"/>	In-Booth Forklifting	\$
<input type="checkbox"/>	Material Handling	\$
<input type="checkbox"/>	Electrical	\$

Please call to confirm receipt of your order.

To receive Advanced Pricing send your order in by the Advanced Price Deadline Date noted above.

THANK YOU FROM GES



PAYMENT POLICY INFORMATION SHEET

6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

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edmonton@ges.com

SHOW NAME:

IEEE ESTMP

ADVANCED PRICE

Monday, March 2, 2020

SHOW DATE:

March 16, 2020

DEADLINE DATE:

Advanced Pricing:

To qualify for **Advanced Pricing**, orders must be received with payment in full on or before the Advanced deadline date. Late orders will be charged the **Standard Price**. Orders without payment cannot be processed until payment is received and may be charged the **Standard Price**. **ON-SITE PRICING** is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 10% to the Standard Price listed above.

Method of Payment:

GES accepts American Express, MasterCard, Visa, Cheque and 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 **BANK WIRE TRANSFER FORM**, available upon request, and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank 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. Also, wire transfers can take 3 to 10 business days to be cleared. Ensure you leave enough time to receive the benefit of the discount. Orders are not processed until payment is received, this includes 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 a company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

Arrangements can be made for an exhibit house or other agent to manage exhibit & order services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements prior to start of move-in. In the event the authorized Third Party does not pay, the exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to invoice(s) 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.

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.

EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELEASE OF GOODS FROM THE SHOW FLOOR



6292 - 50 St NW, Edmonton, AB T6B 2N7

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**CREDIT CARD
AUTHORIZATION FORM**

SHOW NAME:

IEEE ESTMP

SHOW DATE:

March 16, 2020

ADVANCED PRICE

DEADLINE DATE:

Monday, March 2, 2020

EXHIBITOR INFORMATION**IMPORTANT - READ CAREFULLY**

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION BELOW IF:

- Paying by Credit Card for any service.

- Payment is being forwarded to GES in the form of a cheque.

- There is any possibility that additional service(s) will be ordered on-site.

- Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services will be required.

PLEASE COMPLETE THE FOLLOWING☐

VISA

TYPE OF CARD

☐

AMERICAN EXPRESS

☐

PERSONAL

☐

MASTERCARD

☐

CORPORATE

EXPIRY DATE:

CVV:

CARD #

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE/ZIP: _____

TELEPHONE: _____ FAX: _____

This authorization allows GES to charge any fees outstanding after show closing to this credit card.

(including funds owed due to a cheque returned NSF)

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY****PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW**

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature

Print Name & Title

Date



Toll Free: 877.505.7767 edmonton@ges.com

ADVANCED PRICE DEADLINE DATE:	Monday, March 2, 2020
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IMPORTANT - READ CAREFULLY

An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.

Both firms must complete this form and return to GES by the Advanced Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company's credit card.

Name of Exhibiting Company		Phone#	Fax #
Address	City	Prov / State	Code / Zip
Authorized Name (Print)		Authorized Signature	

<input type="checkbox"/>	VISA	<input type="checkbox"/>	AMERICAN EXPRESS	<input type="checkbox"/>	MASTERCARD	EXPIRY DATE:	
TYPE OF CARD		<input type="checkbox"/>	PERSONAL	<input type="checkbox"/>	CORPORATE	CVV:	
CARD #		<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

CARDHOLDER'S NAME (PRINT):

CARDHOLDER'S SIGNATURE:

Name of Third Party / Exhibit House		Phone#	Fax #
Address	City	Prov / State	Code / Zip
Authorized Name (Print)		Authorized Signature	

<input type="checkbox"/>	VISA	<input type="checkbox"/>	AMERICAN EXPRESS	<input type="checkbox"/>	MASTERCARD	EXPIRY DATE:	
TYPE OF CARD		<input type="checkbox"/>	PERSONAL	<input type="checkbox"/>	CORPORATE	CVV:	
CARD #							

CARDHOLDER'S NAME (PRINT):

CARDHOLDER'S SIGNATURE:

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY / EXHIBIT HOUSE EXCEPT FOR THE FOLLOWING:

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature	Print Name & Title	Date
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ELECTRONIC FUNDS / WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Toll Free: 1.877.437.4247
ar@ges.com www.ges.com/ca

Please complete and return this form, along with your transaction confirmation, to:
GES Accounts Receivable ar@ges.com

EXHIBITOR INFORMATION

COMPANY NAME: _____
CONTACT NAME: _____ PHONE: _____ EMAIL: _____
EVENT NAME: _____ BOOTH NUMBER: _____

GES BANKING INFORMATION

BENEFICIARY'S NAME: **GES Canada Limited**
BANK NAME: **Bank of Montreal**
BANK ADDRESS: **350 - 7th Avenue SW, Calgary, Alberta T2P 3N9**

TO SEND CANADIAN DOLLARS (\$CDN)

EFT / DIRECT DEPOSIT:

INSTITUTION CODE: **001**
TRANSIT NUMBER: **00109**
ACCOUNT NUMBER: **1967-990**

WIRE TRANSFER:

ACCOUNT NUMBER: **1967-990**
BENEFICIARY'S BANK: **//CC000100109**
SWIFT CODE: **BOFMCAM2**

TO SEND AMERICAN DOLLARS (\$US)

EFT / DIRECT DEPOSIT:

INSTITUTION CODE: **001**
TRANSIT NUMBER: **00109**
ACCOUNT NUMBER: **4773-410**

WIRE TRANSFER:

ACCOUNT NUMBER: **4773-410**
BENEFICIARY'S BANK: **//CC000100109**
INTERMEDIARY BANK: **Wells Fargo Bank (FKA Wachovia)**
SWIFT CODE: **PNBPUS3NNYC**
ROUTING / BIC / NCC / BSC / ABA NUMBER: **026005092**

PAYMENT DETAILS

PLEASE NOTE: A minimum bank charge is applicable to all EFT/Direct Deposit/Wire Transfers and is payable by the exhibitor.
\$20.00 (within North America) or \$40.00 (International)

TOTAL AMOUNT OF ORDER/INVOICE: \$ _____
BANK CHARGE (see note above): + \$ _____
TOTAL PAYMENT: \$ _____

INVOICE/ORDER #: _____
DATE OF TRANSFER: _____
CURRENCY: ☐ \$CDN ☐ \$US

PLEASE NOTE:

- Please ensure transfer is made by the deadline date listed on your Order Form or Invoice.
- Additional charges will be applied for late payments and services may be delayed.
- **Minimum bank charges (as shown above) reflect GES' bank only. Exhibitor is responsible for payment of any additional fees applied by their financial institution.**



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FURNISHINGS ORDER FORM

SHOW NAME:

IEEE ESTMP

SHOW DATE:

March 16, 2020**ADVANCED PRICE****DEADLINE DATE:**

Monday, March 2, 2020

EXHIBITOR INFORMATION**CREDIT CARD AUTHORIZATION**

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ P/C: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM.

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

FURNISHINGS

QTY	DESCRIPTION	ADVANCED PRICE	STANDARD PRICE	TOTAL
	GREY FABRIC SIDE CHAIR	\$47.00	\$65.50	
	GREY FABRIC COUNTER STOOL	\$103.50	\$143.50	
	GREY FABRIC ARM CHAIR	\$48.50	\$67.50	
	GREY CONTOUR CHAIR	\$35.50	\$49.50	
	COFFEE TABLE 18" HIGH ROUND	\$66.00	\$91.50	
	STARBASE TABLE 30" ROUND 30" HIGH	\$86.00	\$119.50	
	COCKTAIL TABLE 30" ROUND 40" HIGH	\$104.00	\$144.50	
	SPANDEX COCKTAIL COVER	\$40.00	\$55.50	
	COLOUR: <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE			
	22" X 28" CHROME SIGN HOLDER	\$56.00	\$78.00	
	EASEL	\$47.00	\$65.50	
	SMALL GOLD BALLOT DRUM	\$75.00	\$104.00	
	BAG HOLDER 40" HIGH	\$78.50	\$109.00	
	TAPE STANCHION (7')	\$48.50	\$67.00	
	GARMENT RACK ON WHEELS	\$53.50	\$74.50	
	WASTEBASKET	\$26.00	\$36.00	
	BASEPLATE & 8 FT H POLE	\$22.50	\$31.50	
	6FT - 10 FT CROSSBAR	\$17.50	\$24.00	
	4' X 8' POSTERBOARD - GREY	\$98.50	\$136.50	

SKIRTED TABLES 30" HIGH

<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY				
QTY	DESCRIPTION	ADVANCED PRICE	STANDARD PRICE	TOTAL
	4 FT LONG X 2 FT WIDE	\$97.00	\$134.50	
	6 FT LONG X 2 FT WIDE	\$106.50	\$148.00	
	8 FT LONG X 2 FT WIDE	\$115.00	\$159.50	
	SKIRTED FOURTH SIDE	\$42.00	\$58.00	

SKIRTED COUNTER 42" HIGH

<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
QTY	DESCRIPTION	ADVANCED PRICE	STANDARD PRICE	TOTAL
	4 FT LONG X 2 FT WIDE	\$110.50	\$153.50	
	6 FT LONG X 2 FT WIDE	\$136.00	\$189.00	
	8 FT LONG X 2 FT WIDE	\$166.50	\$231.50	
	SKIRTED FOURTH SIDE	\$50.50	\$70.50	

NON SKIRTED 30" HIGH TABLES (VINYL ONLY)

<input type="checkbox"/> 4FT	<input type="checkbox"/> 6FT	<input type="checkbox"/> 8FT	\$64.50	\$89.50	
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NON SKIRTED 42" HIGH TABLES (VINYL ONLY)

<input type="checkbox"/> 4FT	<input type="checkbox"/> 6FT	<input type="checkbox"/> 8FT	\$121.00	\$168.50	
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CUSTOM BOOTH DRAPING

<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY				
QTY	DESCRIPTION	ADVANCED PRICE	STANDARD PRICE	TOTAL
	3' HIGH (PER LINEAR FOOT)	\$8.00	\$11.00	
	8' HIGH (PER LINEAR FOOT)	\$9.00	\$12.50	

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER ADVANCED 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 MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSTOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

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

**INCLUDE TOTAL FROM THIS PAGE ON
ORDER CHECKLIST SHEET**

SIGNATURE

DATE



furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High Starbase Table



30" Round / 18" High Coffee Table



Spandex Cover for 40" High Cocktail Table



4' and 6' Long Skirted Counter with White Vinyl Top



4', 6', or 8' Long Skirted Table with White Vinyl Top





furnishings



22" W X 28" H
Chrome Sign Holder
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket
(Wall Mountable only,
not self-standing)



40" W x 20" D x 41" H
White Counter Storage Unit



Bag Holder 41"H



Stanchions
6' Belt



Plastic
Wastebasket



Specialty Furnishings



Leather Bar Stool White



Leather Bar Stool Grey



Club Chair White



Love Seat White



Sofa White



Club Chair Black



Love Seat Black



Sofa Black



Chrome Coffee Table



Cocktail Charging Station





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SPECIALITY FURNISHINGS ORDER FORM

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ADVANCED PRICE
DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

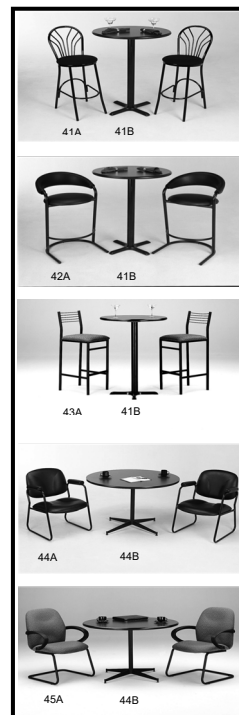
CREDIT CARD AUTHORIZATION

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ PROV/STATE: _____ CODE: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED WITH
THIS FORM.

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	ITEM #	DESCRIPTION	COLOUR	ADVANCED PRICE	STANDARD PRICE	Total
	41A (EFBS)	FANBACK STOOL	BLACK	\$142.50	\$197.50	
	42A (EBLBS)	LEATHER BISTRO STOOL	BLACK	\$167.50	\$232.50	
	43A (EGFBS)	FABRIC BISTRO STOOL	BLACK WITH CHARCOAL SEAT	\$183.00	\$254.00	
	(FMISC)	LEATHER BAR STOOL	<input type="checkbox"/> GREY <input type="checkbox"/> WHITE	\$150.00	\$209.50	
	44B (EBMT)	MEETING TABLE- 42" DIAMETER	BLACK WITH CHARCOAL TOP	\$167.50	\$232.50	
	45A (EGFC)	LEATHER MEETING CHAIR	BLACK	\$123.00	\$170.50	
	(EBLS3)	LEATHER SOFA - 3 SEATER	<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$279.00	\$387.50	
	(EBLS2)	LEATHER LOVESEAT - 2 SEATER	<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$232.00	\$322.00	
	(EBLS1)	LEATHER CLUB CHAIR - 1 SEAT	<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$182.00	\$252.50	
	(ECTC3)	LONG COFFEE TABLE	<input type="checkbox"/> BLACK <input type="checkbox"/> CHROME <input type="checkbox"/> WHITE	\$80.50	\$111.50	
	(EETC3)	END TABLE SQUARE	<input type="checkbox"/> GREY <input type="checkbox"/> WHITE	\$56.00	\$78.00	
	(FLR)	LITERATURE RACK	SILVER	\$110.50	\$153.50	
	(FMISC)	COCKTAIL CHARGING STATION W/ BACKLIT GRAPHIC	CHARCOAL TOP	\$425.00	\$595.00	
	(FMISC)	ROLLING TV STAND	BLACK	\$189.00	\$262.50	
	(FMISC)	TELEVISION 43"	BLACK	\$250.00	\$347.00	
	(FMISC)	BAR FRIDGE	BLACK	\$235.50	\$327.00	



TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER ADVANCED PRICE DEADLINE 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 MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL

GST 5%

TOTAL

**INCLUDE TOTAL FROM THIS PAGE ON ORDER
CHECKLIST SHEET**

SIGNATURE

DATE



6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

CARPET ORDER FORM

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ADVANCED PRICE
DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ P/C: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM.

ALL ORDERS MUST BE PREPAID IN FULL

(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

BOOTH CARPET - STANDARD SIZE

PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.
ORDERING MULTIPLE PIECES OF CARPET IN THIS SECTION MAY NOT RECEIVE THE SAME DYELOT.

EXHIBITORS

QTY.	DESCRIPTION	ADVANCED PRICE	STANDARD PRICE	TOTAL
	10 X 10 INLINE	\$186.00	\$258.50	
	10 X 20 INLINE	\$372.50	\$517.50	
	10 X 30 INLINE (STRAIGHT LINE)	\$557.00	\$774.00	

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

BOOTH CARPET - CUSTOM SIZE

IF YOUR BOOTH REQUIRES A SIZE NOT LISTED ABOVE, PLEASE COMPLETE THIS SECTION.
PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.

BOOTH SIZE: _____ FT. X _____ FT. = _____ SQ. FT.	\$2.00	\$2.50	
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COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

UNDERPADDING - PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)

BOOTH SIZE: _____ FT. X _____ FT. = _____ SQ. FT.	\$1.25	\$1.74	
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PROTECTIVE PLASTIC COVERING - PRICE PER SQ. FT. INSTALLED (STANDARD SIZES ONLY) - PRICING IS FOR INSTALLATION ONLY. EXHIBITOR IS RESPONSIBLE FOR REMOVAL.

BOOTH SIZE: _____ FT. X _____ FT. = _____ SQ. FT.	\$0.28	\$0.39	
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PLEASE SELECT ONE FOR STANDARD OR CUSTOM SIZE CARPETS

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

☐ YES ☐ NO

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER ADVANCED PRICE DEADLINE DATE WILL BE PROCESSED AT THE STANDARD PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- NO REFUNDS/EXCHANGES ON CARPETS ONCE DELIVERED.
- 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.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU. CARPET COLOUR SUBJECT TO AVAILABILITY
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

Save time and money by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



6292 - 50 Street Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

MODULAR EXHIBIT SYSTEM SHOW SPECIAL ORDER FORM

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ADVANCED PRICE
DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS COMPLETED
AND SUBMITTED WITH THIS FORM**

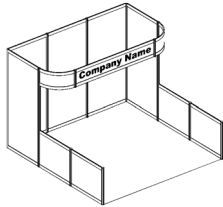
**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

SHOW SPECIAL !

➔ **SPEND LESS**

➔ **SELL MORE**

➔ **LOOK GREAT**

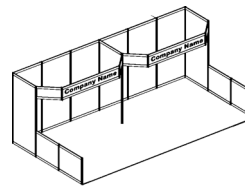


**INSTALLED & DISMANTLED
READY BEFORE YOU ARRIVE**

NO LABOUR COSTS

NO TRUCKING COSTS

NO MATERIAL HANDLING COSTS



ADVANCED PRICE \$1,188.50

PACKAGE A: 10' X 10' BOOTH INCLUDES:

- HEADER SIGN 11.25" X 116.25"
- COLOR COORDINATED 10' X 10' CARPET

STANDARD PRICE \$1,650.50

INCLUDES CARPET

INCLUDES HEADER SIGN(S)

WHITE PANELS

ACCESSORIES AVAILABLE

ADVANCED PRICE

\$1,850.00

PACKAGE B: 10' X 20' BOOTH INCLUDES:

- 2 HEADER SIGNS 11.25" X 116.25"
- COLOR COORDINATED 10' X 20' CARPET

STANDARD PRICE

\$2,569.50

INDICATE DATE AND TIME YOU PLAN TO ARRIVE TO MERCHANDISE YOUR EXHIBIT

PLEASE COMPLETE THE FOLLOWING:

SIZE ORDERED:

CARPET COLOUR:

☐ BLACK
☐ GREEN

PACKAGE A (10 X 10)

BLACK

GREEN

☐ GREY
☐ RED

PACKAGE B (10 X 20)

GREY

RED

☐

BLUE

PACKAGE A IDENTIFICATION SIGN TO READ: _____

PACKAGE B IDENTIFICATION SIGNS TO READ: LEFT: _____

RIGHT: _____

☐

CUSTOM HEADER TO BE ADDED

CUSTOM HEADER SIGNS/LOGOS ARE \$60.00 BEFORE ADVANCED PRICE DEADLINE DATE AND \$100.00 PER SIGN IF ORDERED AFTER DEADLINE DATE.

PLEASE UPLOAD GRAPHIC FILES TO: <http://file.ges.com>

ALL CARPET COLOURS SUBJECT TO AVAILABILITY. CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.

TERMS AND CONDITIONS

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER ADVANCED PRICE DEADLINE DATE WILL BE PROCESSED AT THE STANDARD PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



10' x 10' Exhibit Rentals

STANDARD



ITEM #GEM001

Model 1

ENHANCED



ITEM #GEM002

Model 2



ITEM #GEM003

Model 3



Choice of coloured infill panels



Black White

Choice of carpet colour



Black Grey Red Blue

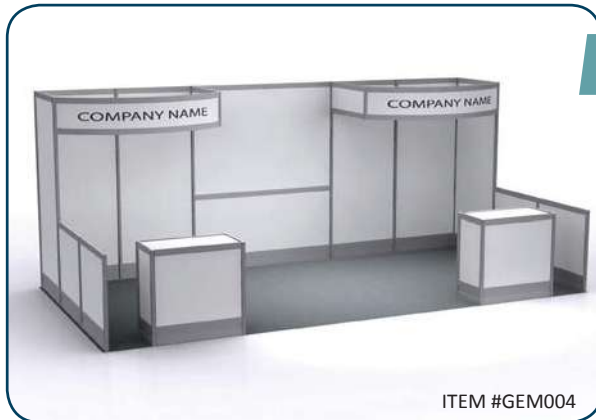
To upgrade with graphics,

contact our Exhibitor
Services team: 780.469.7767
edmonton@ges.com



10' x 20' Exhibit Rentals

STANDARD



ITEM #GEM004

Model 4

ENHANCED



ITEM #GEM005

Model 5



ITEM #GEM006

Model 6



Choice of coloured infill panels



Black White

Choice of carpet colour



Black Grey Red Blue

To upgrade with graphics,
contact our Exhibitor
Services team: 780.469.7767
edmonton@ges.com



MODULAR EXHIBIT SYSTEM ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ADVANCED PRICE
DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

MODEL NUMBER 10'x10'	ADVANCED PRICE	STANDARD PRICE	MODEL NUMBER 10'x20'	ADVANCED PRICE	STANDARD PRICE
GEM001	\$1,314.50	\$1,826.00	GEM004	\$1,951.50	\$2,710.50
GEM002	\$1,469.00	\$2,040.00	GEM005	\$2,170.50	\$3,014.50
GEM003	\$1,425.50	\$1,979.50	GEM006	\$2,124.00	\$2,950.00

Package Includes : Installation & Dismantling, Carpet, & Choice of Panel Colour (Models 1, 2, 4 & 5 also include Header Signs)

PACKAGE DOES NOT INCLUDE: Cleaning, Light Fixtures or Electrical Outlets

PLEASE COMPLETE THE FOLLOWING:

Model Number

Upgrade options available. Contact Exhibitor Services.

INFILL PANEL COLOUR:

☐

BLACK

☐

WHITE

CARPET COLOUR:

☐

BLACK

☐

GREY

☐

BLUE

☐

RED

MODELS 1, 2, OR 5 IDENTIFICATION SIGN TO READ: _____

MODEL 4 IDENTIFICATION SIGN TO READ: LEFT: _____ RIGHT: _____

INDICATE DATE & TIME FOR ARRIVAL: _____

☐ CUSTOM HEADER TO BE ADDED **CUSTOM HEADER SIGNS/LOGOS WILL BE CHARGED \$100.00 EXTRA PER SIGN**

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

TERMS AND CONDITIONS

PAYMENT MAY BE MADE BY CHEQUE UP TO TWO WEEKS PRIOR TO THE 1ST DAY OF MOVE IN.

ALL ORDERS RECEIVED AFTER THE ADVANCED PRICE DEADLINE 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 PROPERTY OF GES.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.

CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

MODULAR EXHIBIT SYSTEM ACCESSORIES ORDER FORM

SHOW NAME: IEEE ESTMP
SHOW DATE: March 16, 2020

ADVANCED PRICE DEADLINE DATE: Monday, March 2, 2020

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ **PROV/STATE:** _____ **P/C:** _____

EMAIL: _____

PHONE: _____ **FAX:** _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM.**

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	#	DESCRIPTION	ADVANCED	STANDARD	TOTAL				
	1	Pedestal 20"L x 20"W 28"H OR 36"H	\$109.00	\$151.00		1		2	
	2	Pedestal 40"L x 40"W	\$544.50	\$756.00					
	3	Storage Counter 40"L X 20"W X 40"H	\$155.00	\$215.50					
	4	Storage Counter 80"L x 20"W x 40"H	\$323.50	\$449.50					
	5	Curved Counter 60"L x 20"W x 40"H	\$222.00	\$308.50					
	6	99A Showcase 40"L x 20"W x 40"H	\$222.00	\$308.50		5		6	
	7	99B Showcase 40"L x 20"W x 40"H	\$226.00	\$314.00					
	8	99C Showcase 26"L x 26"W x 96"H	\$327.50	\$455.00					
	9	99D Showcase 40"L x 20"W x 96"H	\$463.00	\$643.50					
QTY	#	DESCRIPTION	ADVANCED	STANDARD	TOTAL				
	A	Waterfall with Eight Balls	\$20.50	\$28.50		9		A	
	B	Grid Panels - 38" W x 44"H Panels	\$142.50	\$198.00					
	C	Garment Rail 39"W	\$56.50	\$78.50					
	D	Shelves, Flat or Angled 40"L x 12"W	\$47.50	\$66.00					
	E	Slatwall Panels - 37"W x 96"H White	\$131.00	\$182.00					
ADDITIONAL ITEMS NOT SHOWN						D		E	
		Ballot Bin - 20"L X 20"W X 40"H	\$133.50	\$185.50		Please attach diagram of booth indicating locations for grid panels and / or slat wall. Grid panels CANNOT be installed in corners.			
		Computer Counter	\$143.00	\$199.00					
						Showcase 8 & 9 have the option of not being fully enclosed. Accessories A to E are designed to fit GES Hard wall Only All Units Include White Panels			

TERMS AND CONDITIONS

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER ADVANCED PRICE DEADLINE DATE WILL BE PROCESSED AT THE STANDARD PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
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SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact our office: 780.469.7767 or email: edmonton@ges.com

Please upload files to: <https://file.ges.com/>
(file must be eps, ai, pdf or psd: fonts must be supplied or converted to outlines)



GRAPHICS ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

Toll Free: 877.505.7767

edmonton@ges.com

SHOW NAME:

IEEE ESTMP

SHOW DATE:

March 16, 2020

ADVANCED PRICE

DEADLINE DATE:

Monday, March 2, 2020

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ P/C: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED WITH
THIS FORM.

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

CUSTOM GRAPHICS

STANDARD SIGN PRICE LIST

We offer the following services:	QTY	SIGN SIZES	ADVANCED PRICE	STANDARD PRICE
Vinyl banners single / double sided		8" W x 11" H	\$15.50	\$21.50
Backlit graphics for light boxes and display cases		44" W x 7" H	\$90.00	\$125.00
		22" x 28"	\$122.00	\$169.50
Overlay graphics / custom fit		38" x 84" Vertical Sign w/ feet	\$560.50	\$778.50
Printing on unique materials		28" x 44"	\$156.50	\$217.50
Double sided applications		40" x 60"	\$288.50	\$401.00
Carpet / floor decals		Design Work / Hour	\$79.00	\$109.50
Custom pop-up banner displays		Pop-Up Banner Stand w/Case 33.5" x 78.75"	\$340.00	\$472.50

PLEASE UPLOAD ARTWORK HERE: <https://file.ges.com/>

Enter edmonton@ges.com in the "Recipient Email Address" field. PLEASE INCLUDE: Company name, event name, and booth number under "Comments."

If files are not print ready please include design work listed above in your order.

If you do not have a print file to submit, please write the text and description for your sign order below*ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK****Custom sizes available - Call or email for info and pricing!****TERMS AND CONDITIONS**

ALL ORDERS RECEIVED AFTER THE ADVANCED PRICE DEADLINE DATE WILL BE PROCESSED AT THE STANDARD PRICE.

THERE ARE NO REFUNDS / EXCHANGES ON SIGNS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPENCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION

OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

Please ensure artwork is high-res PDF or EPS formatSave time and money by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL

GST 5%

TOTAL

**INCLUDE TOTAL FROM THIS
PAGE ON ORDER CHECKLIST
SHEET**

SIGNATURE

DATE



Fabric Displays



Hanging Fabric Frames



*Fabric Carrying Bag
Comes with Hanging Fabric
Frames & Fabric Walls*



8' x 7.5' fabric wall shown



Fabric Walls

20' x 7.5' fabric wall shown



Elastic Fitted Table Covers

6' fitted table cover shown



cocktail fitted table
cover shown



GRAPHIC FABRICS ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ORDER DEADLINE
DATE: **Monday, February 24, 2020**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ PROV/STATE: _____ P/C: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED WITH
THIS FORM.

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

Qty	ITEM	STANDARD PRICE
Tension Hanging Fabric Frames		
	Round - 10' diameter x 3' high, double sided printing, canvas bag	\$1,990.00
	Square - 10' diameter x 3' high, double sided printing, canvas bag	\$2,320.00
	Triangle - 10' diameter x 3' high, double sided printing, canvas bag	\$1,900.00
	Install/Dismantle and cable harness rental (does not include hanging of frame, please contact ShowTech at 780-429-1162 to order this service)	\$450.00
Fabric Walls		
	8' wide x 7.5' high, double sided printing, canvas bag	\$1,240.00
	10' wide x 7.5' high, double sided printing, canvas bag	\$1,360.00
	20' wide x 7.5' high, double sided printing, canvas bag	\$2,640.00
	Install/Dismantle	\$100.00
Table Covers (does not include table)		
	6' fitted table cover, fits 72" long x 24" wide x 29" high	\$309.00
	8' fitted table cover, fits 96" long x 24" wide x 29" high	\$353.00
	Cocktail table cover, fits 30" diameter x 42" high	\$230.00

ORDER CUTOFF DATE: *Monday, February 24, 2020*

CONTACT GES FOR ALL ORDERS AFTER CUTOFF DATE

TERMS AND CONDITIONS

THERE ARE NO REFUNDS / EXCHANGES ON GRAPHICS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

Please ensure artwork is high-res PDF or EPS format

Save time and money by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



IN-BOOTH FORKLIFT SERVICE ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ADVANCED PRICE
DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

In-booth forklift service is available to exhibitors requiring assistance with positioning of materials **within your booth space**.

Minimum charge of 1 hour per order PER FORKLIFT DRIVER. Services over 1 hour will be charged in 1/2 hour increments (applies to move-in & move-out)

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

All rates include a forklift AND driver. Additional fees apply for additional personnel / equipment

Item #	Item #	DESCRIPTION	PER HOUR
IBIRFL	IBORFL	Straight Time Monday - Friday 8:00am-4:00pm	\$ 129.00
IBIOTFL	IBOOTFL	Over Time Monday - Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$ 193.00

*Overtime applies to stat holidays

A 40% SURCHARGE APPLIES TO ORDERS PLACED ON-SITE OR AFTER THE ADVANCED PRICE DEADLINE DATE

PLEASE COMPLETE THE FOLLOWING:

(Exhibitor MUST be present to supervise)

Provide Name of Rep: _____

TIMES ARE APPROXIMATE ONLY

FORKLIFTS WILL BE DISPATCHED UPON REQUEST PLACED AT GES SERVICE DESK ON SHOW-SITE

MOVE-IN REQUIREMENTS:

DATE

OF HOURS

OF FORKLIFTS

PREFERRED TIME:

AM / PM

AM / PM

START TIME

FINISH TIME

MOVE-OUT REQUIREMENTS:

DATE

OF HOURS

OF FORKLIFTS

PREFERRED TIME:

AM / PM

AM / PM

START TIME

FINISH TIME

TERMS AND CONDITIONS

- EXHIBITOR MUST CHECK FORKLIFT / DRIVER IN AND OUT AT THE GES SERVICE CENTRE.
- WE RESERVED THE RIGHT TO CHANGE LABOURERS AND / OR RATES AS SHIFTS CHANGE.
- FORKLIFT OPERATORS RESERVE THE RIGHT TO REFUSE UNSAFE REQUESTS OR LIFTS AT ALL TIMES.
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

What is material handling?

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.

What types of material handling do you offer?

Depending on the show and facility, we can provide:

Advanced Show Storage

(you schedule your carrier to ship to our warehouse ahead of time and we bring your shipment to showsite and deliver it to your booth prior to your arrival)

Direct to Showsite

(you schedule your carrier to deliver directly to the showsite and we handle the unloading of your carrier and deliver your shipment to your booth. This service is not available at all venues. Please contact us for confirmation)

Post Show Storage

(we bring your shipment from showsite back to our warehouse where you can schedule your carrier to come pick it up)

Advanced Show Storage

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by 8:00 AM 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

- Contact your shipper of choice to schedule the shipment.
- Complete the Advanced show storage material handling order form.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance 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.
- Do not ship uncrated materials to the warehouse.

Post Show Storage

Benefits of Post Show Shipping to the GES Warehouse

- Storage of materials for up to 3 business days after show close date.
- Scheduling carriers to pick up on a weekend or late night show tear out can be difficult
- Some convention centres and hotels do not have facilities for storing freight if it can't be picked up that night.
- Peace of mind knowing your shipment has been collected.
- Avoid forced freight charges.

How to ship Post Show to the GES Warehouse

- Complete the Post show storage material handling order form and send in before show.
- Remove all old shipping and empty storage 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.
- Do not ship uncrated materials to the warehouse.
- Contact your carrier to pick up from GES Warehouse within 3 business days of show closing.



GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

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" deliver 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 prior to end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on 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 Executive 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.

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 has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Customs & Brokerage Fees

GES is not responsible for the brokerage fees, duty or GST resulting from exhibitor materials entering Canada from another country. GES is not responsible for any delays in delivery of exhibitor materials to show site or the advance warehouse due to Canada Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES 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.



ADVANCE MATERIAL HANDLING ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ADVANCED PRICE
DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ PROV/STATE: _____ P/C: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION FORM
IS COMPLETED AND SUBMITTED WITH THIS
FORM

**A 40% SURCHARGE WILL APPLY TO ALL
ORDERS PLACED AFTER THE ADVANCED
PRICE DEADLINE DATE**

Includes receiving shipments to the GES warehouse up to 30 days prior to the event, delivery of the shipment to your booth, removal, storage and return of empty crates during the event.

ADVANCE TO WAREHOUSE SHIPPING INFORMATION:

- Shipment(s) must be received by: **Tuesday, March 10, 2020**
- Shipment(s) may arrive on or after: **Tuesday, February 18, 2020**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100 lbs.

*See advance warehouse label for
all labelling information.

Important: Access to facilities varies from venue to venue, please contact GES to ensure your shipment does not exceed the maximum weight and dimensions.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ Number of Pieces: _____ Total Weight: _____

Dimensions of pieces: _____

Date goods are scheduled to arrive: _____
Month/Day

RATES:

	Rate Class	Per 100 lbs.	Min. Charge
<input type="checkbox"/>	Crated or Skidded Shipment	\$ 71.50	\$ 143.00
<input type="checkbox"/>	Special Handling Shipment	\$ 100.10	\$ 200.20
<input type="checkbox"/>	After Deadline Surcharge (additional)	\$ 28.60	\$ 57.20

Small Packages (Maximum 50lbs. per shipment)	
<input type="checkbox"/> First Package	\$ 43.00
<input type="checkbox"/> Additional Packages	\$ 11.50

*To qualify for small package pricing the total number of pieces must have a combined weight of less than 50lbs. Any shipment exceeding 50lbs will be charged the 200lbs minimum charge.

*All shipments will be rounded up to the nearest 100lbs. when calculating charges.

SHIPMENTS ARE CONSIDERED SPECIAL HANDLING WHEN:

- Shipments are loose, padded, uncrated or oversized materials.
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading, shipments that need to be broken down.

Surcharge (40%) Applies to the Entire Shipment if:

- Shipments arrive outside of target dates.
- Services ordered after the advanced price deadline date.
- All Shipments without certified weight ticket or proven inaccurate weight ticket.

TERMS AND CONDITIONS:

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



POST SHOW STORAGE ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **IEEE ESTMP**
SHOW DATE: **March 16, 2020**

ADVANCED PRICE
DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ PROV/STATE: _____ P/C: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION FORM
IS COMPLETED AND SUBMITTED WITH THIS
FORM

**A 40% SURCHARGE WILL APPLY TO ALL
ORDERS PLACED AFTER THE ADVANCED
PRICE DEADLINE DATE**

Includes GES transporting shipment(s) from show site to the GES warehouse for storage up to 3 days. Exhibitor to supply
GES with all shipping paperwork and arrange courier pick up.

POST SHOW STORAGE SHIPPING INFORMATION:

- Shipment(s) may be picked up starting: **Wednesday, March 18, 2020**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100 lbs.

*See advance warehouse label for
all labelling information.

Important: Access to facilities varies from venue to venue, please contact GES to ensure your shipment does not exceed the maximum weight and
dimensions.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ Number of Pieces: _____ Total Weight: _____

Dimensions of pieces: _____

Date goods are scheduled to arrive: _____
Month/Day

RATES:

	Rate Class	Per 100 lbs.	Min. Charge
<input type="checkbox"/>	Crated or Skidded Shipment	\$ 77.00	\$ 154.00
<input type="checkbox"/>	Special Handling Shipment	\$ 107.80	\$ 215.60
<input type="checkbox"/>	After Deadline Surcharge (additional)	\$ 30.80	\$ 61.60

Small Packages	
<input type="checkbox"/> Under 50lbs	\$ 77.00

*To qualify for small package pricing the total number of pieces must have a combined weight of less than 50lbs. Any shipment exceeding 50lbs will be charged
the 200lbs minimum charge.

SHIPMENTS ARE CONSIDERED SPECIAL HANDLING WHEN:

- Shipments are loose, padded, uncrated or oversized materials.
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading, shipments that need to be broken down.

Surcharge (40%) Applies to the Entire Shipment if:

- Shipments arrive outside of target dates.
- Services ordered after the advanced price deadline date.
- All Shipments without certified weight ticket or proven inaccurate weight ticket.

TERMS AND CONDITIONS:

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED
SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE
COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION
OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE

ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW:	IEEE ESTMP	
FACILITY:	River Cree Resort	
SHOW SITE CONTACT:		
PHONE NUMBER:		

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

ADVANCE WAREHOUSE ADDRESS	GES Canada 6292 - 50 St. NW Edmonton, AB T6B 2N7
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CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER **OF** **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

Tuesday, March 10, 2020

BETWEEN 9AM AND 4PM MONDAY - FRIDAY



ELECTRICAL ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: IEEE ESTMP
SHOW DATE: March 16, 2020

ADVANCED PRICE
DEADLINE DATE: Monday, March 2, 2020

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM.

ALL ORDERS MUST BE PREPAID IN FULL

(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

ELECTRICAL - 110 VOLT

QTY.	DESCRIPTION	ADVANCED PRICE	STANDARD PRICE	TOTAL
	1500 WATT DUPLEX OUTLET	\$85.50	\$118.50	
	2000 WATT DUPLEX OUTLET	\$152.00	\$211.50	

ELECTRICAL - MISCELLANEOUS REQUIREMENTS

	POWER BAR	\$25.00	\$34.50	
	EXTENSION CORD	\$27.00	\$37.50	

PLEASE NOTE FOLLOWING WHERE ADDITIONAL CHARGES MAY APPLY

<input type="checkbox"/>	24 HOUR POWER REQUIRED - ADD 50% TO ABOVE PRICES.	<input type="checkbox"/>	ELECTRICIAN CHARGE IF REQUIRED - CALL FOR QUOTATION
<input type="checkbox"/>	OUTDOOR POWER - ADD 100% TO ABOVE PRICES.	<input type="checkbox"/>	SPECIAL WIRING OR CONNECTIONS - CALL FOR QUOTATION

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER ADVANCED PRICE DEADLINE DATE WILL BE PROCESSED AT THE STANDARD PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.
- NO REFUNDS/EXCHANGES ON POWER ONCE DELIVERED.
- 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.
- GES RESERVES THE RIGHT TO REFUSE TO PROVIDE UNSAFE CONNECTIONS.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

Save time by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL

GST 5%

TOTAL

INCLUDE TOTAL FROM THIS PAGE ON
ORDER CHECKLIST SHEET

SIGNATURE

DATE



LIMITS OF LIABILITY & RESPONSIBILITY

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.