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24th World Petroleum Congress (WPC 2023)  
BMO Centre | Stampede Park, Halls BCDEF  
September 18 - 21, 2023

## POST SHOW BOOTH WASTE DISPOSAL INFORMATION & ORDER FORM

### POST SHOW BOOTH WASTE DISPOSAL INFORMATION

Booth waste disposal service consists of a one time collection and removal of any waste materials from your booth space. If you require this service, please complete the information below and you will be contacted by GES with a quote based on the information provided.

1) Please provide the size of your booth space(s) below (if you have more than one booth, please indicate the booth number and size of each): \_\_\_\_\_

2) Please indicate which type of materials you will be disposing of:

- ☐ Loose waste (i.e. styrofoam, foam core or plastic signage, table coverings, labels, etc.)  
☐ Wood materials (i.e. untreated wood, pallets, wood furniture, walls, display structures, etc.)  
☐ Carpet/flooring (i.e. vinyl planking, foam padding, carpet, etc.)

Describe in detail the materials that you will be disposing of: \_\_\_\_\_

3) Approximate weight of booth waste: \_\_\_\_\_ LBS \_\_\_\_\_ KGS

4) Cost (\$0.94 per lb., minimum charge 300lbs): \_\_\_\_\_ LBS x \$0.94 = \_\_\_\_\_ (\$282.00 minimum charge)

### IMPORTANT INFORMATION

It is the sole responsibility of the exhibitor to tear down and gather any waste material within the booth, and ensure that all waste material is packed, secured and sorted into their appropriate categories:

**LOOSE WASTE** - must be bagged and tightly secured in plastic garbage bag(s)

**WOOD MATERIALS** - must be stacked and securely bundled

**CARPET/FLOORING** - must be rolled and bundled and any vinyl flooring must be stacked and securely bundled

Exhibitors are responsible for properly disposing of any personal garbage and food waste (i.e. take out containers, cups, etc.) that may be accumulated during the show using the garbage cans/bins available within the facility. Daily cleaning service during the event dates can be ordered directly with GES.

GES will **not** be responsible for disposing of any electronics, sharp objects, or bio-hazardous materials such as paints, solvents, cleaners or toxic materials.

### HOW TO SECURE BOOTH WASTE DISPOSAL SERVICES

- To secure post show booth waste disposal services, a 75% deposit of the quoted amount will be due upon confirmation of your quote. The remainder of the quoted amount is to be paid no later than **August 23, 2023**. A credit card number must also be provided in order to secure the deposit.
- Late orders and orders placed on show site will be subject to additional surcharges and availability.
- Surcharges will apply if the amount of booth waste exceeds what was originally indicated
- Additional labour charges may be applicable for improperly packed and/or secured material

### EXHIBITOR INFORMATION

Exhibiting Company Name \_\_\_\_\_

Contact name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**BOOTH#** \_\_\_\_\_

### COST SUMMARY

SUBTOTAL (\$282.00 minimum charge) \_\_\_\_\_

G.S.T. 5% GST#104060264RT0001 \_\_\_\_\_

**TOTAL CAD** \_\_\_\_\_

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

#### DEADLINE DATE

Orders not received and paid for in full by **August 23, 2023** will not be guaranteed. We reserve the right to adjust orders calculated incorrectly.

#### A 25% CANCELLATION FEE

will be applied to all orders received and then cancelled 3 weeks prior to show open. If full service has been provided then 100% of original fee will be applied.

## CREDIT CARD AUTHORIZATION FORM

## STEP 1 - INFORMATION ON EXHIBITING COMPANY

Exhibiting Company Name				Booth Number	
Address		City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone		Email	
Name of Show Site Contact		Phone		Email	

## STEP 2 - INVOICE TOTAL AND METHOD OF PAYMENT

Sub-Total for all items  + 5% GST  = Total Payment

*All funds listed in Canadian Dollars*  
GST/HST # 104060264RT0001

### STEP 3 - CREDIT CARD AUTHORIZATION

Account Number:												MM / YY	
<div></div>												<div></div>	
<div></div> VISA				<div></div> MASTERCARD				<div></div> AMEX				CVV: <div></div>	

## GES PAYMENT POLICY

**CREDIT CARD AUTHORIZATION FORM:** Orders will not be accepted without the receipt of a completed "Credit Card Authorization Form". A completed "Credit Card Authorization Form" will be kept on file even if the Exhibitor is paying by cheque or EFT/Wire Transfer (completed "EFT/Wire Transfer Form" required). All services must be pre-paid in full. This "Credit Card Authorization Form" allows GES to charge any fees outstanding after event closed to this credit card (including funds owed due to a cheque returned as NSF) or any additional amounts ordered by your representative for services rendered to your company for this event.

**ADVANCE PRICING:** To qualify for the Advance Price, orders must be received with full payment on or before the Advance Price Deadline Date. After the Advance Price Deadline Date has passed, orders will be charged the Standard Price as listed online and on the order forms. Orders without payment will not be processed until payment is received and may be charged the Standard Price.

**ON-SITE PRICING:** All orders received beginning on the first day of event move-in, through to the completion of the event, will be charged the On-Site Price. The On-Site Price is calculated at an increase of 20% to the Standard Price listed online and on the order forms.

**METHOD OF PAYMENT:** GES accepts VISA, MasterCard, American Express, Debit, EFTs/Wire Transfers and cheques as methods of payment. Purchase Orders are not considered payment. Exhibitors will be charged \$20.00 for cheques returned as NSF.

**EFT/WIRE TRANSFER INFORMATION:** To properly credit your account, please complete the "Electronic Funds/Wire Transfer Form" included within this exhibitor manual. Note: There is a minimum service charge applicable on all EFT/Wire Transfers (\$20.00 North America, \$40.00 International). Any additional fees are the responsibility of the Exhibitor and may vary depending on processing bank. Please ensure that transfers are received a minimum of fifteen (15) days prior to the event.

**PAYMENT SCHEDULE:** Payment for all GES products and/or services must be pre-paid in full. GES will not provide Waste disposal, Material Handling, In-Booth Forklift , and/or Labour Services without a completed "Credit Card Authorization Form" on file.

**THIRD PARTY BILLING:** Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party agent to manage their exhibit and order services on their behalf. GES will agree to this arrangement provided that the EAC/agent makes satisfactory payment arrangements with us. In the event that an authorized EAC/agent does not pay for GES services as agreed upon, the Exhibitor is ultimately responsible for all charges incurred on its behalf. See "Third Party Billing Form" included in this manual.

**100% REFUND GUARANTEE:** Customer may cancel any orders for GES products and services made under GES Standard Terms and Conditions for any reason, provided written notice of cancellation is received by GES no less than seven (7) days prior to the first day of Move-In. If Customer has made any payment to GES for the orders, GES will refund 100% of such payment less the portion of such payment for services already performed by GES such as, but not limited to, custom cut carpet, special furniture, material handling, rigging, labor, electrical services or graphics.

**ADJUSTMENTS AND CALCULATIONS:** Adjustments to an invoice will not be made after the close of the event. Some items, services, and labour are subject to cancellation fees. Refer to each order form for specific details.

**TAXES:** Taxes vary by location and will be added to your invoice. If you are tax exempted in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES Canada Ltd. office for this show, prior to the deadline.

*If you have any questions regarding our payment policy, please contact GES Canada Ltd. or visit our service center during the move-in.*

**Please Sign** I agree in placing this order that I have accepted **X**  
 the GES Payment Policy and the  
 GES Terms & Conditions.

Authorized Signature \_\_\_\_\_

Authorized Name (please print) \_\_\_\_\_ Date \_\_\_\_\_