



GES MATERIAL HANDLING

MATERIAL HANDLING SERVICE INFORMATION

GES has been appointed by Show Management to perform Material Handling services at the expense of the exhibitor.

Material Handling services include:

- Receipt, documentation and inspection of your shipment(s) upon arrival
- Unloading of shipment(s) at the show site dock & delivery to your booth
- Removal of containers labeled "empty" from booth to the storage area
- Storage of empty containers during the event
- Return of empty containers to booth after show close
- Movement of outbound shipment(s) from your booth to the loading dock
- Reload of shipment(s) from dock onto your carrier

Exhibitors shipping to the GES Advance Warehouse also receive these additional service benefits:

- Storage for up to 30 days in the Advance Warehouse
- Delivery of shipment(s) from the warehouse to show site
- First-priority unloading status during move-in
- *This service does not include the return of your shipments to the warehouse at the end of the show. Your carrier must pick-up at the show site loading dock. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.*

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.

As the official Material Handling contractor, GES is required to perform this service.

Service is charged per hundred weight (CWT) with a 200lbs. minimum **at the expense of the exhibitor.**

All shipments must be accompanied by a Certified Weight Ticket. If no Certified Weight Ticket is available, GES will weigh your shipment(s) on-site and special handling charges will apply. Special Handling rates will also apply to all loose, stacked and/or uncrated shipments.

If Material Handling service is required, please complete and return the "Order Form" included in this manual.

For your convenience, shipping addresses & labels can be found within this manual.

Let GES do the heavy lifting.



ADVANCE MATERIAL HANDLING ORDER FORM

4280 Griffith Street, Saint-Laurent, Quebec, H4T 4L6 Tel: 1 (514) 367-4848 Toll free: 1 (877) 399-3976 Email: serviceinfo@ges.com

AIDS 2022, the 24th International AIDS Conference **Palais des congrès de Montréal** **Friday, July 29 - Tuesday, August 2, 2022**

SHOW NAME	VENUE	DATES
Exhibiting Company Name		Booth Number

Name of Primary Contact	Phone	Email
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Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

Shipment(s) must be received between: Monday, June 20, 2022 - Tuesday, July 19 2022 (The GES Advance Warehouse is closed on Weekends & Holidays)

PLEASE REFER TO THE LABEL IN THIS DOCUMENT FOR THE ADVANCE WAREHOUSE ADDRESS

<input type="checkbox"/>	CRATED SHIPMENT(S) TO WAREHOUSE	Item Code:	0599-ADV
Estimated weight of shipment(s) rounded up to the _____ lbs.			
\$140.00 per 100lbs. (200lbs. Minimum charge)			
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. See Special Handling.			
Shipments arriving without a Certified Weight Ticket will be subject to Special Handling Rates			

<input type="checkbox"/>	SMALL PACKAGES	Item Codes:	0599-SMA	0599-SMAA
\$71.50 for first package				
\$24.00 for each additional package (in the same shipment)				
Combined weight of all packages must not exceed 50lbs. Shipments over 50lbs will be charged the applicable 200lbs minimum charge.				

<input type="checkbox"/>	SPECIAL HANDLING	Item Code:	0599-SPEA
Estimated weight of shipment(s) rounded up to the _____ lbs.			
\$185.50 per 100lbs. (200lbs. Minimum charge)			
All shipments of loose, padded or uncrated materials. Special loading requirements, such as ground side door, constricted or stacked unloading.			
All shipments without a Certified Weight Ticket or with a proven inaccurate Certified Weight Ticket.			

PLEASE COMPLETE THE FOLLOWING:

Name of Carrier: _____ Number of Pieces: _____

Date goods are scheduled to arrive at the advance warehouse: _____ Total Weight: _____

Size of the largest piece: _____ Weight of the largest piece: _____

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" delivery hours. Make sure your carrier is committed to meeting your target dates and times. Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. While making shipping plans to the show, also plan for the return shipment.

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

GES TERMS & 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 exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- Late Surcharges - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Gratuities, in any form, are prohibited.
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

TOTAL AND SIGN

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

Authorized Signature

Authorized Name (please print)

Date

Sub-Total for Items Above

All funds listed in American dollars. GST# 104060264RT0001 QST # 1001673382TQ0001

Use these Shipping Labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

(Full Name of Exhibiting Company)

AIDS 2022, the 24th International AIDS Conference

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES c/o TRANSKID
1785, 55IEME AVENUE
DORVAL, QUEBEC H9P 2W3
Canada

Shipments Should Arrive at the advance warehouse:

Monday, June 20, 2022 - Tuesday, July 19 2022

9:00 AM - 4:00 PM

(The GES Advance Warehouse is closed on Weekends & Holidays)

Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.

(Name of Carrier)



Number

of

Pieces

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

(Full Name of Exhibiting Company)**AIDS 2022, the 24th**

International AIDS Conference

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(Name of Carrier)



Number

of

Pieces

1. GES Canada Limited 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 impractical 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 mislabeled 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.

14. Measure of Damage - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.

b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence. GES Canada Ltd. does not offer or sell insurance. GES Canada Ltd. is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES Canada Ltd.

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 14 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.

I. Definitions:

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

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

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

Shipper: Party who tenders Goods to Carrier for transportation.

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

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

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

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

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

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

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

II. Scope:

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

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

III. Customer Obligations:

Payment for Services. Customer shall be liable for all unpaid charges for services performed by GES Canada Ltd. or Agents.

Customer authorizes GES Canada Ltd. to charge it's credit card directly for services rendered on it's behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

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

Adjustments & Cancellations. It is the responsibility of the exhibitor to advise GES Canada Ltd. on-site representative of any problem with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES Canada Ltd. set up costs or expenses.

IV. Mutual Obligations:

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

Customer agrees to indemnify and hold GES Canada Ltd. harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

V. GES Canada Ltd. to Customer:

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

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



CREDIT CARD AUTHORIZATION FORM

AIDS 2022, the 24th International AIDS Conference

Palais des congrès de Montréal

Friday, July 29 - Tuesday, August 2, 2022

SHOW NAME

VENUE

DATES

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 Primary Contact	Phone	Email		

STEP 2 - INVOICE TOTAL AND METHOD OF PAYMENT

Please indicate if you will be using a Third Party for billing of services:

 No Yes (please complete the "Third Party Billing Form")

Sub-Total for all items	+	5% GST	+	9,975% QST	=	Total Payment
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All funds listed in American Dollars

GST# 104060264RT0001 QST # 1001673382TQ0001

Main payment method:

Credit Card
 EFT / Wire Transfer
 Cheque

STEP 3 - CREDIT CARD AUTHORIZATION (required for all forms of payment)

Account Number:

VISA
 MASTERCARD
 AMEX

Expiry Date: MM / YY

CVV:

GES PAYMENT POLICY

CREDIT CARD AUTHORIZATION FORM: Les commandes ne seront pas traitées sans la réception du formulaire de paiement. L'autorisation de carte de crédit sera gardée au dossier même si l'exposant paye par chèque ou virement bancaire (Le formulaire de virement bancaire/transfert de fonds électronique est requis). Tous les produits et services doivent être prépayés. Ce formulaire de paiement et autorisation de carte de crédit permet à GES de facturer tous les frais impayés après l'événement sur cette carte de crédit (y compris les frais pour un chèque sans provision ou un virement bancaire/transfert de fonds électroniques) ou tout autre montant supplémentaire résultant d'un ajout fait sur le site par votre représentant pour des services rendus à votre entreprise pour cet événement.

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 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 the GES Payment Policy and the GES Terms & Conditions.

Authorized Signature

Authorized Name (please print)

Date



ELECTRONIC FUNDS / WIRE TRANSFER FORM

Please complete and return this form, along with your transaction confirmation, to:
GES Accounts Receivable ar@ges.com
GES Exhibitor Service serviceinfo@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:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 1967-990
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 1967-990	SWIFT CODE: BOFMCAM2

TO SEND AMERICAN DOLLARS (\$US)

EFT / DIRECT DEPOSIT:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 4773-410
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 4773-410	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: \$ _____	INVOICE/ORDER #: _____
BANK CHARGE (see note above): + \$ _____	DATE OF TRANSFER: _____
TOTAL PAYMENT: \$ _____	CURRENCY: <input type="checkbox"/> \$CDN <input type="checkbox"/> \$US

PLEASE NOTE:

- **Please ensure transfer is made by the deadline date listed on your Order Form or Invoice.**
- All GES products and/or services must be pre-paid in full.
- 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.**