



**NON-PRODUCE
MATERIAL HANDLING INFORMATION**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.ges.com/ca

MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **93rd Annual CPMA Convention & Trade Show**. Exhibitors must use GES to perform this service which includes:

- ◆ RECEIVING, DOCUMENTING AND INSPECTING YOUR SHIPMENT(S) ON ARRIVAL
- ◆ UNLOADING OF SHIPMENT(S) AT THE SHOW SITE DOCK & DELIVERY TO BOOTH
- ◆ REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- ◆ STORING YOUR EMPTY CONTAINERS IN THE STORAGE AREA
- ◆ RETURNING OF EMPTY CONTAINERS TO BOOTH AFTER SHOW CLOSING
- ◆ MOVING YOUR OUTBOUND SHIPMENT TO THE LOADING DOCK
- ◆ RELOADING OF SHIPMENT(S) FROM DOCK ON TO YOUR CARRIER

GES, as the official Material Handling contractor, is required by Show Management to perform this service. These services are charged per hundred weight with a 200lb. minimum at the expense of the exhibitor. **All Shipments must be accompanied with a Certified Weight Ticket. If no Certified Weight Ticket is available, GES will weigh your shipment on site and special handling charges will apply. For all loose, stacked and uncrated shipments, Special Handling rates will apply.** To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.

Exhibitors shipping to the advance warehouse receive the following additional services:

- ◆ STORAGE UP TO 30 DAYS IN THE ADVANCE WAREHOUSE
- ◆ DELIVERY OF SHIPMENT(S) FROM ADVANCE WAREHOUSE TO SHOW SITE
- ◆ FIRST PRIORITY UNLOADING STATUS

**** LOOSE AND UNCRATED SHIPMENT(S) WILL NOT BE RECEIVED BY ADVANCE WAREHOUSE****

LABELING YOUR PACKAGES FOR SHIPPING:

A) NON-PRODUCE ADVANCE SHIPMENTS TO WAREHOUSE: **March 23 - April 18, 2018 9:00am - 4:00pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
CPMA / YRC Reimer
 3985 Still Creek Ave.
 Burnaby, British Columbia, Canada V5C 4E2

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **April 23 - 24, 2018** *As per targeted move-in schedule.

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
 c/o GES
93rd Annual CPMA Convention & Trade Show
 Vancouver Convention Centre West - Halls B2, B3 & C
 1055 Canada Place
 Vancouver, British Columbia, Canada V6C 0C3

ALL ORDERS ARE GOVERNED BY THE GES LIMITS OF LIABILITY AND RESPONSIBILITY.



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torontoexhibitorservices@ges.com www.ges.com/ca

NON-PRODUCE MATERIAL HANDLING

SHOW: **93rd Annual CPMA Convention & Trade Show**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

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

Item # MHADWT ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received between: **March 23 - April 18, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$60.00** per 100 lbs. (200 lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

Item # MHDIRWT DIRECT SHIPMENT(S) TO SHOWSITE:

- Shipment(s) may arrive at Show Site on: **April 23 - 24, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$68.00** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

Item # MHSPWT SMALL PACKAGES (Maximum 50lbs / shipment):

- Rate of **\$47.50** First Package
 - Rate of **\$11.50** for each additional package (in the same shipment) to a 50lb. Maximum
- **If over 50lbs., Rates for Advance or Direct Shipments will apply**

SPECIAL HANDLING (30% surcharge per shipment):

- All shipments of loose, padded or uncrated materials. All special unloading requirements, such as ground side door/ constricted or stacked unloading.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.

PLEASE COMPLETE THE FOLLOWING:

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

Goods are scheduled for delivery to: Show Site Advance Warehouse

Date goods are scheduled to arrive: _____ Month/Day _____

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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

EST. SUBTOTAL	
5% GST	
7% PST	
EST. TOTAL	
<small>GST #R104060264</small>	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date