



# SHIPPING

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## PICK UP INFORMATION

COMPANY NAME: \_\_\_\_\_ PICK UP DATE: \_\_\_\_\_ PICK UP TIME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_ LOADING DOCK:  YES  NO  
 CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_ CUSTOMS PAPERWORK ATTACHED:  YES  NO  
 CONTACT: \_\_\_\_\_ IF YES, CUSTOMS BROKER: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

I will be shipping to:  ADVANCED WAREHOUSE  SHOW SITE

## DESTINATION

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 ON-SITE CONTACT: \_\_\_\_\_  
 SHOW NAME: **HRPA 2018** DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_  
 FACILITY: **Metro Toronto Convention Centre - South Building, Hall E**  
 ADDRESS: **222 Bremner Blvd.**  
 CITY: **Toronto** PROV/STATE: **Ontario** POSTAL CODE: **M5V 3L9**

## SERVICE REQUIRED

ONE WAY  ROUND TRIP

TIME CRITICAL  3-5 DAY  GROUND

## ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
_____ CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
_____ CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
_____ CRATES (WOODEN)	H _____ x W _____ x L _____	
_____ SKIDS/PALLETS	H _____ x W _____ x L _____	
_____ CARPET/COLOUR: _____	H _____ x W _____ x L _____	
_____ OTHER LIST: _____	H _____ x W _____ x L _____	
_____ TOTAL	TOTAL WEIGHT:	

## BILLING AND PAYMENT INFORMATION

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TEL: \_\_\_\_\_  
 CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_  
 VISA  MASTERCARD  AMERICAN EXPRESS  
 CARDHOLDER NAME: \_\_\_\_\_ CARDHOLDER SIGNATURE: \_\_\_\_\_

## TERMS & CONDITIONS

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

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

By signing this order form, shipper agrees to be bound by all its terms and conditions.

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

Please Print Name: \_\_\_\_\_