



Airdrie Home & Lifestyle Show Genesis Place April 28 & 29, 2018

GES is pleased to have been selected the official service partner 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 on **Advance Pricing dates** that will save you money and order forms for our products and services.

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

- **Espresso Online Ordering**
- **Show Information**
- **Furnishings**
- **Carpet & Underpadding**
- **GEM Exhibits & Accessories**
- **Graphics**
- **Electrical**
- **Installation & Dismantling Labour**
- **Material Handling**

Take advantage of our **Advanced Pricing**, by ordering on or before the **Advance Date** of April 11, 2018 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 G.S.T. when exhibiting in Alberta.

If you need assistance or additional information, please contact our **Exhibitor Services Department at 403.243.2212**
exhibitorserviceswest@ges.com



Show Information

Airdrie Home & Lifestyle Show

Genesis Place Airdrie

April 28-29, 2018

Venue Shipping Address	Advance Warehouse Shipping Address
Venue Genesis Place Airdrie	GES/Airdrie Home & Lifestyle Show (Company Name & Booth #) #25, 5805 – 76 Ave SE Calgary, AB T2C5L8

* See shipping label in the exhibitor manual. Note receiving dates below.

Official Services Contractor		
GES Canada	Phone	(403) 243-2212
#25, 5805 – 76th Ave SE	Fax	(403) 243-3868
Calgary, AB, Canada	Web Site	www.ges.com/ca
T2C 5L8	E-Mail	wstoner@ges.com

Show Information	
Booth Size	Various sizes (see Show Management for your booth size)
Backwall Drape	8' high Black
Sidewall Drape	3' high Blue

Important Dates - Prior to Show	
Advance Price Deadline Date	11-Apr-18
Advance Shipments may begin arriving at the Warehouse	4-Apr-18
Last day for Advance Shipments to arrive at the Warehouse	24-Apr-18
Direct Shipments may arrive at Exhibit Site	
Last day for Direct Shipments to arrive at Exhibit Site	

Important Dates - At the Show		
Move-In (GES Scheduled Only)	Wednesday, 4/25/2018	08:00 - 20:00
Move-In (GES Scheduled Only)	Thursday,, 4/26/2018	08:00 - 17:00
Move-In (Exhibitors)	Friday, April 27, 2018	09:00 - 19:00
Show Hours	Saturday April 28, 2018	09:00 - 17:00
	Sunday April 29, 2018	10:00 - 16:00
Move-Out (Exhibitors)	Sunday April 29, 2018	16:00 - 21:00
Move-Out (GES scheduled only) Carpet, Hallway and Gym	Sunday April 29, 2018	16:00 - 19:00
Move-Out (GES scheduled only) Carpet, Hallway and Gym	Monday April 30, 2018	08:00 - 13:00

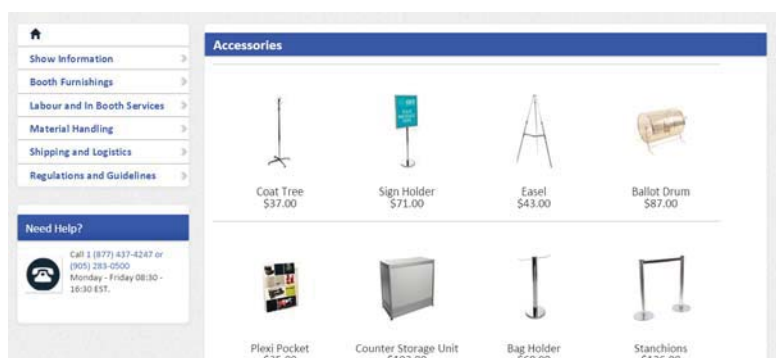
GES On-Site Service Centre		
GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.		
The Service Desk will be open during the following times:	Friday, April 27, 2018	09:00 - 19:00 pm



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



Factoring Green into Exhibition



We integrate sustainable business practices, both internally and with preferred vendors in the exhibition industry.

With the future in mind, we are dedicated to providing green product options and services to all our show organizers and exhibitors. As the need to conserve resources grows, we will continue to explore ways to deliver sustainable solutions.

Our green exhibition products:

- 100% recyclable graphics, use of bioboard (60% recycled content) and biobanner (an oxo-biodegradable alternative to vinyl)
- 100% recyclable carpet and carpet padding made with 98% pre- and post-consumer content
- Using EspressoSM, our online ordering system, for most shows reduces the use of paper exhibitor manuals

Our green operational efforts:

- Recycling carpet and padding
- Utilizing energy efficient lighting
- Recycling paper and ink cartridges from printers
- Purchasing recycled paper and signage products
- Recycling steel and aluminum exhibit structures



Please consider the environment before printing this page.



PAYMENT POLICY INFORMATION

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ca

ADVANCE PRICING:

To qualify for **Advance Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Deadline Date, orders will be charged the **Regular Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Regular Price**.

ON SITE PRICING:

Orders placed on site (i.e. During move-in) will be charged 5% additional to the **Regular Price**.

METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

Exhibitors will be charged a \$25.00 fee for returned NSF cheques.

BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.

Please ensure the transfer is made a minimum of 10 days prior to the show.

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 your company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

You may arrange for an exhibit house or Third Party to manage your exhibit and order services on your behalf. **GES** will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to your invoice **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.

ALL EXHIBITORS MUST PAY 5% GST ON ALL ORDERS.



Furnishings (Calgary)

Grey Fabric Counter Stool



Grey Fabric Side Chair



Grey Fabric Arm Chair



30" Round / 18" High
Coffee Table



30" Round / 30" High
Starbase Table



30" Round / 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 (Calgary)



Coat Tree



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



Easel



Gold Ballot Drum



Literature Rack



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



Bag Holder 41"H



Stanchions
6' Belt



Waste Basket



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FURNISHINGS

SHOW: Airdrie Home & Lifestyle Show

**ADVANCE PRICE
DEADLINE DATE:**

April 11, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

QTY	Item #	Description	Advance Price	Regular Price	Total
	FGFSC	Grey Fabric Side Chair	\$43.75	\$61.00	
	FGFAC	Grey Fabric Arm Chair	\$45.00	\$79.75	
	FGFCS	Grey Fabric Counter Stool	\$95.75	\$134.25	
	FGR	Garment Rack on wheels	\$49.75	\$69.50	
	FLR	Literature Rack	\$85.50	\$119.75	
	FPEDT40	Cocktail Table 40" High	\$96.25	\$134.25	
	FPEDT	Starbase Table - 30" Round x 30" High (Pedestal)	\$79.75	\$111.75	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$61.00	\$85.00	
	FCT	Coat Tree	\$34.25	\$48.25	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$52.00	\$72.75	
	FESL	Easel	\$43.75	\$61.50	
	FSBD	Gold Ballot Drum	\$69.50	\$97.25	
	FWB	Wastebasket	\$24.00	\$34.25	
	FCSU	White Counter Storage Unit 40" H	\$149.25	\$209.25	
	FBH	Bag Holder 41"H	\$72.75	\$102.25	
	FCS	1 Pair of Stanchions	\$93.00	\$129.50	
CUSTOM BOOTH DRAPING <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	D3	3 Ft. High (Per Linear Ft.)	\$7.25	\$10.50	
	D8	8 Ft. High (Per Linear Ft.)	\$8.50	\$11.50	

Terms & Conditions

- All orders received after the Advance Price Date will be processed at the Regular 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 GEM rental exhibits 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.

SUBTOTAL
5% GST
TOTAL

GST #R104060264

Signature

Date



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exhibitorserviceswest@ges.com www.ges.com/ca

FURNISHINGS

SHOW:	Airdrie Home & Lifestyle Show	ADVANCE PRICE DEADLINE DATE:	April 11, 2018
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	
BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> </div> EXPIRY DATE ____ / ____ / ____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	

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

QTY	Item #	SKIRTED TABLES 30" HIGH	Advance Price	Regular Price	Total
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	DT4	4 Ft. Long x 2 Ft. Wide	\$89.75	\$125.50	
	DT6	6 Ft. Long x 2 Ft. Wide	\$98.75	\$138.00	
	DT8	8 Ft. Long x 2 Ft. Wide	\$106.50	\$149.75	
	DTS4S	Skirted Fourth Side Additional Charge	\$38.75	\$38.75	
SKIRTED COUNTER 42" HIGH <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	\$102.50	\$143.25	
	RD6	6 Ft. Long x 2 Ft. Wide	\$126.00	\$176.50	
	RD8	8 Ft. Long x 2 Ft. Wide	\$154.25	\$216.25	
NON SKIRTED TABLES 30" HIGH					
	UD4	4 Ft. Long x 2 Ft. Wide	\$51.00	\$86.75	
	UD6	6 Ft. Long x 2 Ft. Wide	\$59.75	\$99.25	
	UD8	8 Ft. Long x 2 Ft. Wide	\$67.75	\$110.25	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$63.50	\$104.50	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$87.25	\$137.50	

Terms & Conditions

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- 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 GEM rental exhibits 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.

SUBTOTAL	
5% GST	
TOTAL	
	GST #R104060264

Signature

Date



CARPET AND UNDERPADDING

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ca

SHOW:	Airdrie Home & Lifestyle Show	ADVANCE PRICE DEADLINE DATE:	April 11, 2018										
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION											
BOOTH #: _____		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX											
COMPANY _____		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											
STREET _____		EXPIRY DATE ____ / ____											
CITY _____ PROV/STATE _____ CODE _____		CARDHOLDER NAME _____											
E-MAIL _____		CARDHOLDER SIGNATURE _____											
PHONE _____ FAX _____		<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)											
CONTACT NAME _____													

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

BOOTH CARPET - STANDARD SIZE					
<i>Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.</i>					
QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	\$172.25	\$240.75	
	C1020	10 Ft. X 20 Ft. Double Booth	\$345.00	\$482.50	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

Item #	BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)			
<i>If your booth requires a size not listed above, please complete this section.</i>				
CUSTC	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$1.98/Sq. Ft	\$2.77/Sq. Ft	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				
Item #	UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)			
CACU	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$1.16/Sq. Ft.	\$1.62/Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
CAPC	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$0.26/Sq. Ft.	\$0.35/Sq. Ft.	

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY	
IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

Terms & Conditions

- All orders received after the Advance Price Date will be processed at the Regular 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.*

SUBTOTAL	
5% GST	
TOTAL	
GST #R104060264	

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

Signature

Date



EXHIBIT SHOW SPECIALS

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
 exhibitorserviceswest@ges.com www.ges.com/ca

SHOW:	Airdrie Home & Lifestyle Show	ADVANCE PRICE DEADLINE DATE:	April 11, 2018
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	
BOOTH #: _____		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> </div>	
COMPANY _____		EXPIRY DATE ____ / ____	
STREET _____		CARDHOLDER NAME _____	
CITY _____ PROV/STATE _____ CODE _____		CARDHOLDER SIGNATURE _____	
E-MAIL _____		<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	
PHONE _____ FAX _____			
CONTACT NAME _____			

GES SHOW SPECIAL INCLUDES:

• Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



(No substitutions please. If you require additional furniture, please refer to the GES order forms enclosed in the manual).

QTY	Item #	Description	Advance Price	Regular Price	Total Price
	SS001	Package A - 10' x 10'	\$1,100.50	\$1,540.50	
	SS002	Package B - 10' x 20'	\$1,713.25	\$2,398.50	

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

Infill Panel Colour: ☐ White

Carpet Colour: ☐ Black ☐ Grey

(All panel & carpet colours subject to availability.)

Package A Identification Sign to Read: _____

Package B Identification Sign to Read: Left: _____ Right: _____

Custom Header to be added ☐ Custom Header Signs/Logos will be charged \$100.00 extra per sign

You can upload your file(s) to: <https://file.ges.com/>

Enter CGraphics@ges.com in the "Recipient Email Address" field.

IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

Terms & Conditions

- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Advance Price Date will be processed at the Regular Price.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	
	GST #R104060264

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

Signature

Date



10' x 10' Exhibit Rentals

STANDARD



ITEM #GER001

Model 1

ENHANCED



ITEM #GER002

Model 2

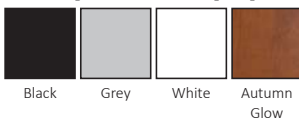


ITEM #GER003

Model 3



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact **David Ryman:**

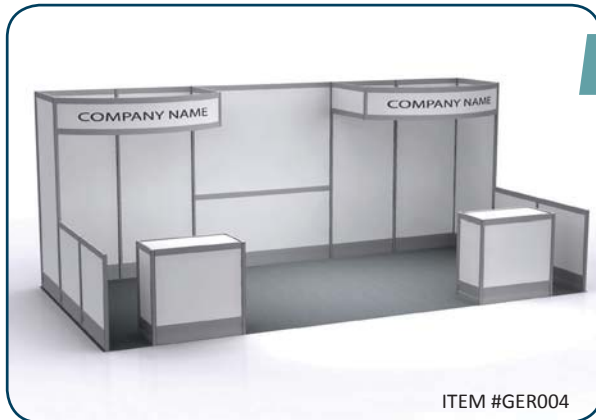
403.218.7424

DRyman@ges.com



10' x 20' Exhibit Rentals

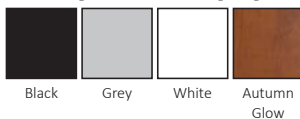
STANDARD



ENHANCED



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact **David Ryman**:

403.218.7424

DRyman@ges.com



EXHIBIT RENTALS

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SHOW: Airdrie Home & Lifestyle Show

**ADVANCE PRICE
DEADLINE DATE:**

April 11, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

Item #	Advance Price	Regular Price	Item #	Advance Price	Regular Price
GER001	\$1,217.50	\$1,737.00	GER004	\$1,807.50	\$2,578.50
GER002	\$1,360.25	\$1,940.50	GER005	\$2,010.25	\$2,867.75
GER003	\$1,320.00	\$1,883.25	GER006	\$1,967.00	\$2,806.00

Package Includes: Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

Package Does Not Include: Cleaning, Light Fixtures or Electrical Outlets

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR

*Upgrade options available. Contact Exhibitor Services.
Other panel colours available upon request. Contact Exhibitor Services.
(All panel & carpet colours subject to availability.)*

ITEM #: _____

Infill Panel Colour: ☐ Black ☐ Grey ☐ White ☐ Autumn Glow ☐ Hardrock Maple Carpet Colour: ☐ Black ☐ Grey ☐ Red ☐ Blue

Models 1, 2, 5 Identification Sign to Read: _____

Models 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

You can upload your file(s) to: <https://file.ges.com/>

Enter **CGraphics@ges.com** in the "Recipient Email Address" field.

IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

Terms & Conditions

- Payment may be made by cheque up to two weeks prior to the 1st day of move in.
- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
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- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	
GST #R104060264	

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

Signature

Date



Customized Rental Exhibits

Our Creative Exhibit Team will design a cost-effective, turnkey exhibit that will

- Exceed your expectations
- Highlight your brand
- Attract positive attention
- Stay within your budget

Your successful Tradeshow is just a phone call or click away...

David Ryman 403.218.7424

DRyman@ges.com

20' x 20' island



10' x 20' inline



20' x 30' island



10' x 20' corner





EXHIBIT ACCESSORIES

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SHOW: Airdrie Home & Lifestyle Show

**ADVANCE PRICE
DEADLINE DATE:**

April 11, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	PED001	Pedestal (White) 20"L x 20"W 28"H	\$100.75	\$140.75	
	PED002	Pedestal (White) 20"L x 20"W 36"H	\$100.75	\$140.75	
	GPML	Pedestal White Multi Level (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$504.25	\$706.25	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$299.75	\$419.75	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$205.75	\$288.25	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$205.75	\$288.25	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$209.50	\$293.25	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$303.50	\$424.50	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$429.00	\$600.50	



QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$20.25	\$28.00	
	GGR	Garment Rail 39"W	\$52.25	\$73.25	
	GFS	Shelves - Flat 37"L X 12"W	\$44.00	\$61.50	
	GAS	Shelves - Angled 37"L X 12"W	\$44.00	\$61.50	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$121.50	\$170.00	



Designed to fit GES Hardwall booths only.

Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall. Grid Panels Cannot Be Installed In Corners.

Terms & Conditions

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Advance Price Date will be processed at the Regular Price.

SUBTOTAL
5% GST
TOTAL

GST #R104060264

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

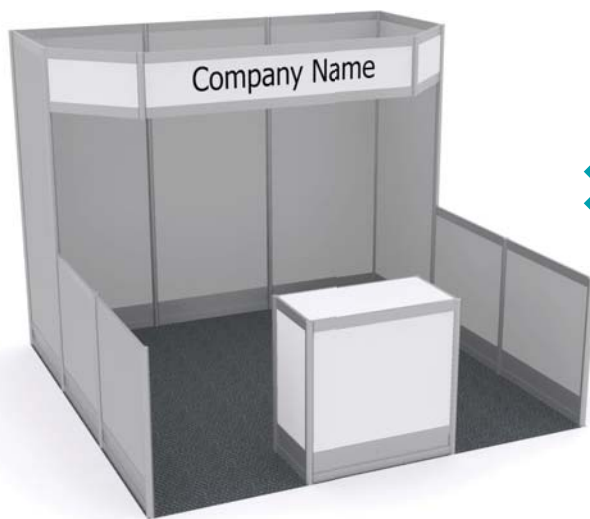
Signature

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
CGraphics@ges.com



Graphic file submission standards and file transfer

Accepted file formats:

PDF: Save as "High Quality Print", and under "Options" check "Preserve Illustrator Editing Capabilities"

Vector files: .eps, .ai (Adobe Illustrator CC or earlier)

High resolution bitmaps: .tif, .jpg, .psd (Adobe Photoshop CC or earlier)

Note: Files created in Adobe InDesign should be properly packaged with all links, fonts, and associated files. Files created in Quark Xpress should be saved as "High Quality Print" .pdf files or exported as .eps files.

Important layout notes:

- Vector files are required for all line art and logos.
- Bitmap/photographic image resolution should be no less than 75 ppi (dpi) @ 100% intended output size.
- Please bleed artwork .5" top, bottom and sides, if not, unexpected cropping may occur.
- Please be aware that .5" top, bottom and sides will also be hidden in the channel of our metal system on standard panels.

Colour:

We digitally print in 4 colour process or CMYK mode. All files should be saved for output in CMYK mode to avoid unexpected results. If your logo/file contains specific Pantone colours, please specify. We will match colours as closely as 4 colour process printing will allow.

GES file transfer site:

Please use our GES file transfer utility site to send large files directly to us:

- The file transfer site is located at **<https://file.ges.com/>**
- Enter your email address in the "Your Email Address:" field.
- Enter **CGraphics@ges.com** in the "Recipient Email Address:" field.
- **IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"
- Click next, browse to find your files and click the upload button to send.
- **NOTE:** This site will work with most browsers, except **Microsoft Internet Explorer**.

If you experience technical difficulties
please contact your GES representative or call **403.243.2212** and ask for
Exhibitor Services.



#25, 5805 76 Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ca

ELECTRICAL ORDER FORM

SHOW: Airdrie Home & Lifestyle Show

**DISCOUNT PRICE
DEADLINE DATE:**

April 11, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

PRICE LIST

Quantity	Item #	Description	Discount Price	Regular Price	Total Price
Electrical - 110 Volt					
	EL1500W	Duplex Outlet / 15A Circuit	\$ 80.75	\$ 113.00	
	EL2000W	Duplex Outlet / 20A Circuit	\$ 148.00	\$ 207.50	
Electrical - 220 Volt - Single Phase					
	EL MISC	220 V / 20 Amp Single Phase (Additional labour charges may apply)	\$ 180.50	\$ 252.50	
	ELMISC	220 V / 30 Amp Single Phase (Additional labour charges may apply)	\$ 216.25	\$ 303.00	
	ELMISC	220 V / 50 Amp Single Phase (Additional labour charges may apply)	\$ 289.25	\$ 378.50	
	ELMISC	12' Extension Cords	\$ 26.25	\$ 36.75	

Please Note the Following:

- ☐ Electrician Charge Extra, If Required
- ☐ Outside power - add 100 % to the above prices
- ☐ Additional labour charges may apply for special connections or special wiring

Payment & Credit Card Charge Authorization form MUST Accompany this form

Notes

TOTAL OF ALL ITEMS ORDERED
5% GST
PAYMENT ENCLOSED

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Orders cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

Authorized Signature

Authorized Contact

Date

SAVE TIME WITH GES ON-LINE ORDERING AT www.ges.com/ca



#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ca

LABOUR SERVICES

SHOW: Airdrie Home & Lifestyle Show

**DISCOUNT PRICE
DEADLINE DATE:**

April 11, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

LABOUR RATES ARE CHARGED PER PERSON AT A **MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

Straight Time
8:00am - 4:00pm
Monday - Friday

\$ 78.25 PER HOUR

Overtime
After 4:00pm Weekdays &
All Day Sat, Sun and
holidays

\$117.25 PER HOUR

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

INSTALLATION

Set Up Drawings or Photos Attached: ☐ yes ☐ no

Carrier: _____ Delivery Date: _____ Delivery Time: _____ ☐ am ☐ pm
Day / Date / Month / Year

SUPERVISION

☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES ^{30% surcharge applies}
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date / Month / Year

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

DISMANTLING

Carrier: _____ Pick-up Date: _____ Pick-up Time: _____ ☐ am ☐ pm
Day / Date / Month / Year

SUPERVISION

☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES ^{30% surcharge applies}
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date / Month / Year

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

Terms & Conditions

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

SUBTOTAL
5% GST
TOTAL

GST #R104060264

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

Signature

Date



CANADIAN MATERIAL HANDLING INFORMATION

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ca

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **Enter Show Name Here**. 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) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **April 11, 2018**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
Airdrie Home & Lifestyle Show
#25, 5805 76th Ave SE
Calgary, Alberta, Canada T2C 5L8

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **No Direct Shipments**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
Show Name
Address
Address
Calgary, Alberta, Canada T2C 5L8

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



MATERIAL HANDLING BY WEIGHT

#25, 5805 76th Ave. SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235

exhibitorserviceswest@ges.com www.ges.com/ca

SHOW: Airdrie Home & Lifestyle Show

April 28 - 29, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

--	--	--	--	--	--	--	--	--	--

EXPIRY DATE ____/____/____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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: **April 24, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: _____
- Rate **\$64.00** 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: **No Direct Shipments**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: _____
- Rate **\$50.00** 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 **\$39.00** First Package
- Rate of **\$10.00** 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 Applies to Entire 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.

SUBTOTAL	_____
5% GST	_____
TOTAL	_____

GST #R104060264

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

Signature

Date



SHIPPING ORDER FORM

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ca

PICK UP INFORMATION

COMPANY NAME: _____	PICK UP DATE: _____	PICK UP TIME: _____
ADDRESS: _____	BUSINESS HOURS: _____	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____ PROV/STATE: _____ CODE: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTACT: _____	IF YES, CUSTOMS BROKER: _____	
PHONE: _____ FAX: _____	CONTACT: _____	
EMAIL: _____	PHONE: _____	

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: _____	DELIVERY DATE: _____ DELIVERY TIME: _____
FACILITY: _____	
ADDRESS: _____	
CITY: _____ PROV/STATE: _____	POSTAL CODE: _____

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: _____	
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> 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: _____

ADVANCE WAREHOUSE SHIPPING LABEL

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: GES/**Airdrie Home & Lifestyle Show**
#25, 5805 76th Ave SE
Calgary, Alberta, Canada
T2C 5L8

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED BY:



#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ca

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.