



CanWEA 2018
October 23 - 25, 2018
BMO Centre - Halls D & E

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 **Discount Pricing dates** and order forms for each of the many services bring provided by GES.

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

- ✓ **EXPRESSO Online Ordering**
- ✓ **Rental Exhibits**
- ✓ **Graphics & Design**
- ✓ **Furnishings**
- ✓ **Carpet & Underpad**
- ✓ **Specialty Furnishings**
- ✓ **Accessories & Product Display**
- ✓ **Booth Cleaning**
- ✓ **Labour Services for Install & Dismantle**
- ✓ **In-Booth Forklift Service**
- ✓ **Material Handling**
- ✓ **Shipping & Logistics**
- ✓ **Customs**

Take advantage of up to a 40% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of **October 5, 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

CanWEA 2018
BMO Centre - Halls D&E
October 23 - 25, 2018

Venue Shipping Address	Advance Warehouse Shipping Address
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BMO Centre c/o GES / CanWEA 2018 (Company Name & Booth #) BMO - Hall D & E 20 Roundup Way SW Calgary, AB T2G 2W1	GES / CanWEA 2018 (Company Name & Booth #) #25, 5805 - 76th Avenue SE Calgary, Alberta T2C 5L8 (Note: Delivery & Loading Dock at rear of building)
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*** 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	exhibitorserviceswest@ges.com

Show Information

Booth Size	Standard - 10' X 10' (or custom sizing)
Backwall Drapes (Height & Colour)	8 foot backwall - White
Sidewall Drapes (Height & Colour)	3 foot sidewall - White
Aisle Carpet Colour	Blue Jay (blue & black speckled)
Booth Package Includes:	Draped booth 1 Booth ID Sign

PLEASE NOTE THAT THIS IS A CARPET/FLOORING MANDATORY SHOW FLOOR

Important Dates - Prior to Show

Advance Price Deadline Date	Friday, October 5
Advance Shipments may begin arriving at the Warehouse	Thursday, September 20 8 AM - 4 PM
Last day for Advance Shipments to arrive at the Warehouse	Monday, October 15 8 AM - 4 PM
	Please note that warehouse will be closed on October 8 for Thanksgiving.
Direct Shipments may arrive at Exhibit Site	Sunday, October 21 8 AM - 8 AM (by appointment only)
	Monday, October 22 8 AM - 6 PM
Last day for Direct Shipments to arrive at Exhibit Site	Tuesday, October 23 8 AM - 2 PM

Important Dates - At the Show

Exhibitor Move-In	Sunday, October 21	8 AM - 6 PM <i>Large booths (20 x 20 or larger) only. Prior arrangements must be made</i>
	Monday, October 22	8 AM - 6 PM
	Tuesday, October 23	8 AM - 2 PM
Show Hours	Wednesday, October 24	10 AM - 5 PM - Exhibit Hall open Happy Hour from 4 PM - 5 PM
	Thursday, October 25	10:30 AM - 3 PM - Exhibit Hall open
Exhibitor Move-Out	Thursday, October 25	3 PM - 11 PM
Stranded Freight Deadline	Thursday, October 25	9:00 PM

GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture, Material Handling, Customs & Logistics.

The Service Desk will be open during the following times:

Exhibitor Services	Sunday, October 21	TBD
Exhibitor Services	Monday, October 22	8 AM - 6 PM
Exhibitor Services	Tuesday, October 23	8 AM - 4 PM
Exhibitor Services	Wednesday, October 24	9 AM - 4 PM
Logistics & Customs	Thursday, October 25	9 AM - 9 PM

2018 Key Exhibitor Deadlines

IMPORTANT— Everyone in the Exhibit Hall during Move-In and Move-Out is required to wear cap-toe shoes at all times (and a hard hat if building overhead). During the move-in/move-out, the BMO Centre is considered a construction site. No sandals or high heels please.

MOVE-IN		
October 21 (8:00am-6:00pm)	By Appointment Only or 20' x 20' booths or larger. GES will contact you by email within three (3) weeks of the event to provide you with your move-in date and time.	
October 22 (8:00am-6:00pm)	General move-in for all other exhibitors	
October 23 (8:00am-2:00pm)	General move-in for all other exhibitors	
EXPO OPEN	Time	Activity
October 24	10:00am-5:00pm	Exhibit Hall Open (Happy Hour from 4:00pm-5:00pm)
October 25	10:30am-3:00pm	Exhibit Hall Open
MOVE-OUT	Time	Activity
October 25	3:00pm-11:00pm	Tear-down and move-out

Times are subject to change.

IMPORTANT EXHIBITOR DEADLINES

- September 7** Your exhibitor listing/company profile information must be completed to be included in the printed expo guide. Go to <https://canwea2018.exh.mapyourshow.com> to update your listing.
- September 7** Exhibitor Appointed Contractor (EAC) Notification Form. Download the exhibitor appointed contractor notification form [here](#).
- September 18** Receipt of ad material for the conference program or printed expo guide (if purchased or included in sponsorship) – please email schester@hannoverfairs.com.
- October 1** [Housing Deadline](#) – last day for group rate

Please Note that there are companies soliciting our exhibitors by offering to book their hotel rooms. We don't have any arrangements with these organizations (they don't even state where they are calling from) and strongly advise you to book your hotel rooms through the options listed on the [CanWEA Hotel Website](#).
- September 20** GES begins accepting shipments (Advanced Show Receiving) – [More Information](#)
- October 1** Certificate of Insurance (\$3 Million in General Liability) – ensure that the Canadian Wind Energy Conference Partnership is listed as “additional insured” with the following address: 1500-480 University Ave, Toronto ON M5G 1V2 – send to KPiva@hfusa.com.
- October 1** Booth design and Hanging Signage Approval – please email KPiva@hfusa.com.

- October 5** Order from [GES](#): Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services
- October 5** Last day for [Calgary Stampede BMO Centre discount rates](#) (Electrical, A/V Equipment, Sign & Banner Hanging, Internet & Telephone, Plumbing, Parking Permits, Digital Signage): - [More Information](#)
- October 12** Conexsys early-bird deadline for lead retrieval orders – [More Information](#)
- October 15** Final day shipments can be received at GES's warehouse
- October 21** Move-in for 20' x 20' booths (or by appointment) only – 8:00 am-6:00 pm
- October 19** Last day to register ALL complimentary passes (all unredeemed passes become null and void after this date).
- October 22** Move-in begins at 8:00 am and booth installation must be completed by 2:00 pm on October 23.
- October 25** Dismantling and move-out must be completed by 11:00 pm. Note that move-out begins at 3:00 pm. Any material left on the expo floor after 11:00 pm will be forced freight at your expense.



CREDIT CARD AUTHORIZATION

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

SHOW: **CanWEA 2018**

EXHIBITOR INFORMATION

BOOTH #: _____ Contact Name: _____

Company: _____

Address: _____

City: _____ Prov/State: _____

Code/Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

IMPORTANT - READ CAREFULLY

This "Credit Card Authorization" form **MUST** be completed in full & returned to GES along with your order forms.

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

PLEASE COMPLETE THE FOLLOWING

MASTERCARD VISA AMERICAN EXPRESS

CARD #:

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

EXPIRY:

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

Cardholder's Name (Print): _____

Cardholders's Signature: _____

Cardholder's Billing Address: Same as above? If not, please complete below.

Address: _____

City: _____ Prov/State: _____

Code/Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

This authorization allows GES Canada to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF).

To ensure we have received your complete order, please check off those forms which you are sending to us.

- Third Party Billing
- Furnishings
- Carpet & Underpadding
- Specialty Furnishings
- GEM Exhibits & Accessories
- Signs & Graphics
- Plants & Floral
- Installation & Dismantling Labour
- In-Booth Forklift
- Material Handling
- GES Logistics / Shipping
- GES Customs

****NOTE****

Not all forms/services are available for all events.

CHEQUES ARE TO BE MADE PAYABLE TO GES CANADA.
Cheques will not be accepted without this "Credit Card Authorization".

ORDERS WILL NOT BE PROCESSED WITHOUT THE RECEIPT OF A COMPLETED "CREDIT CARD AUTHORIZATION"



THIRD PARTY BILLING

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

SHOW: **CanWEA 2018**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

Exhibiting Company

Name of Exhibiting Company

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMERICAN EXPRESS

EXPIRY DATE: _____

CORPORATE PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

Third Party / EAC

Name of Third Party / EAC

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMERICAN EXPRESS

EXPIRY DATE: _____

CORPORATE PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:



PAYMENT POLICY INFORMATION SHEET

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

DISCOUNT PRICING:

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

THIRD PARTY BILLING:

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party to manage your exhibit and order services on your behalf. **GES** will agree to this arrangement provided that the EAC/Third Party makes satisfactory payment arrangements with us. In the event the authorized EAC/Third Party 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 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 APPLICABLE 5% GST ON ALL ORDERS.



ELECTRONIC FUNDS/WIRE TRANSFER FORM

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

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable
GES Canada Limited
Email: ar@ges.com Fax: 905-283-0501

Your Company Name: _____
Contact Name: _____
Contact Number: _____
Booth Number: _____ Event Name: _____ CanWEA 2018

GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Beneficiary's Name: GES Canada Limited
Bank Name: Bank of Montreal
Address: 350 - 7th Avenue SW
Calgary, AB
T2P 3N9

IF YOU ARE SENDING
CANADIAN DOLLARS (\$CDN)



EFT/Direct Deposit

Institution code #: 001
Transit #: 00109
Account #: 1967-990

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



Institution code #: 001
Transit #: 00109
Account #: 4773-410

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____

Date of Transfer: _____

***Minimum Bank Charge:** \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note: Please ensure transfer is made by the deadline date on your Order Form or Quotation. Additional charges will be incurred for late payments, and services may be delayed.
*Minimum Bank Charges as shown above, reflect GES's bank charges only.
Any additional wire transfer and EFT fees are the exhibitor's responsibility.



**SPECIAL OFFER -
TURNKEY BOOTH PACKAGES**

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

SHOW: **CanWEA 2018**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

ORDERS & PAYMENT DUE BY: October 5, 2018


CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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

Convenience **Value** **Peace of Mind**

Option #1 - 10' x 10' Booth




This package includes:
 8'h draped back wall & 3'h draped side walls
 1 - 7" x 44" booth ID Sign
 1 - 40"h round cocktail table
 3 - stools (chair back)
 1 - wastebasket
 (*package does not include carpet)

Package Price: \$379.50

*Package pricing will not be available on-site.

Option #2 - 10' x 10' Booth



This package includes:
 8'h draped back wall & 3'h draped side walls
 1 - 7" x 44" booth ID Sign
 1 - 1m counter (front graphic branding - additional charge)
 1 - counter stool
 1 - wastebasket
 (*package does not include carpet)

Package Price: \$266.00

*Package pricing will not be available on-site.

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on canceled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings canceled prior to show opening.

SUBTOTAL	
5% GST	
TOTAL	
GST #104060264RT0001	

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

Signature

Date



**SPECIAL OFFER -
TURNKEY BOOTH PACKAGES**

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

SHOW: **CanWEA 2018**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

ORDERS & PAYMENT DUE BY: October 5, 2018

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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Convenience **Value** **Peace of Mind**

Option #3 - 10' x 10' Booth

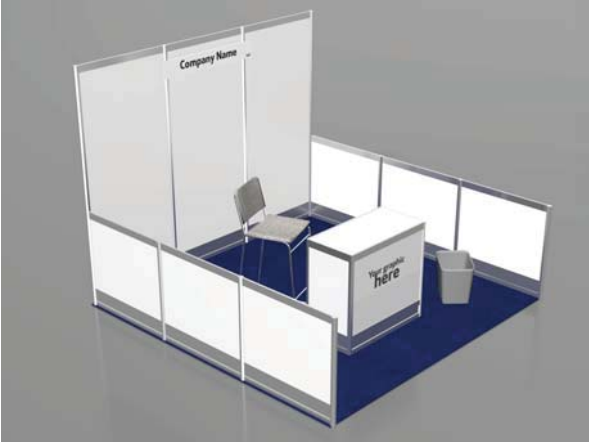


This package includes:
 2m high hardwall (back) & 1m high hardwall (sides)
 Carpet
 1 - 40" h round cocktail table
 3 - stools (chair back)
 1 - wastebasket

Package Price: \$1568.50

*Package pricing will not be available on-site.

Option #4 - 10' x 10' Booth



This package includes:
 2m high hardwall (back) & 1m high hardwall (sides)
 Carpet
 1 - 1m counter (front graphic branding - additional charge)
 1 - counter stool
 1 - wastebasket

Package Price: \$1455.00

*Package pricing will not be available on-site.

Colour Selection for Hardwalls: Black White

Colour Selection for Carpet: Black Blue Grey Red

Terms & Conditions

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- 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on canceled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings canceled prior to show opening.

SUBTOTAL	
5% GST	
TOTAL	
GST #104060264RT0001	

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 corporate 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



10' x 10' Exhibit Rentals

STANDARD



Model 1

ENHANCED



Model 2



Model 3



Choice of coloured infill panels



Black Grey White Autumn Glow

Choice of carpet colour



Black Grey Red Blue

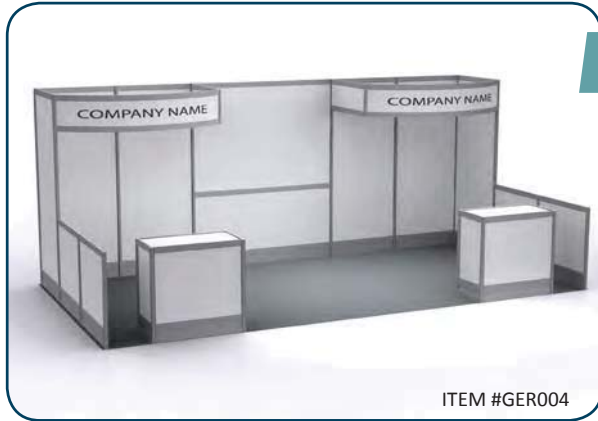
To upgrade with graphics,
contact **David Ryman:**

403.218.7424

DRyman@ges.com

10' x 20' Exhibit Rentals

STANDARD



Model 4

ITEM #GER004

ENHANCED



Model 5

ITEM #GER005



Model 6

ITEM #GER006



Choice of coloured infill panels



Black Grey White Autumn Glow

Choice of carpet colour



Black Grey Red Blue

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

403.218.7424

DRyman@ges.com



RENTAL EXHIBITS

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

SHOW: CanWEA 2018	DISCOUNT PRICE DEADLINE DATE: October 5, 2018
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	<p>A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

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

Model	Discount Price	Standard Price
Model #1	\$1,217.50	\$1,737.00
Model #2	\$1,360.25	\$1,940.50
Model #3	\$1,320.00	\$1,883.25
Model #4	\$1,807.50	\$2,578.50
Model #5	\$2,010.25	\$2,867.75
Model #6	\$1,967.00	\$2,806.00

WOW YOUR AUDIENCE

GES Rental Exhibits can be customized to meet your branding & display goals.

Design a unique space.
Add colour & increase visibility.
Boldly market your products & services.

Contact our *Exhibitor Services Department* today to add custom graphics to your Rental Exhibit. **GO AHEAD, GET NOTICED.**

403.243.2212
 exhibitorserviceswest@ges.com

Rental Exhibits Include: Installation & Dismantling, Solid-Coloured Infill Panels, Carpet, Booth ID Sign (black font on white background)
Rental Exhibits do NOT include: Cleaning, Light Fixtures or Electrical Outlets

PLEASE INDICATE YOUR CHOICE OF INFILL PANEL & CARPET COLOUR BELOW: (All panel & carpet colours subject to availability)

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

Models 1, 2, 5: Booth ID Sign to Read: _____

Model 4: Booth ID Signs to Read: Left: _____ Right: _____

Indicate Date & Time for Arrival: _____

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

MODEL #	
SUBTOTAL	
5% GST	
TOTAL	

GST #104060264RT0001

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 our Graphics team:
403.243.2212 or email: exhibitorserviceswest@ges.com



FURNISHINGS

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

SHOW:	CanWEA 2018	DISCOUNT PRICE DEADLINE DATE:	October 5, 2018
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	
BOOTH #: _____		<p>A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p>	
COMPANY NAME: _____			
CONTACT NAME: _____			
PHONE: _____			

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

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	Total
	FGFSC	Grey Fabric Side Chair	\$48.25	\$67.00	
	FGFAC	Grey Fabric Arm Chair	\$49.50	\$87.75	
	FGFCS	Grey Fabric Counter Stool	\$105.25	\$147.75	
	FPEDT40	Cocktail Table - 40" High	\$106.00	\$147.75	
	FPEDT	Starbase Table - 30" Round x 30" High	\$87.75	\$123.00	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$67.00	\$93.50	
	FCT	Coat Tree	\$37.75	\$53.00	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$57.00	\$80.00	
	FESL	Easel	\$48.25	\$67.75	
	FLR	Literature Rack	\$94.25	\$131.75	
	FSBD	Gold Ballot Drum	\$76.50	\$107.00	
	FCSU	White Counter Storage Unit 41" H	\$164.25	\$230.00	
	FBH	Bag Holder 41"H	\$80.00	\$112.50	
	FCS	1 Pair of Stanchions	\$102.50	\$142.50	
	FWB	Plastic Wastebasket	\$26.50	\$37.75	

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard 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 #104060264RT0001	

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

Signature

Date



FURNISHINGS

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

SHOW: CanWEA 2018	DISCOUNT PRICE DEADLINE DATE: October 5, 2018
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	<p>A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

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

QTY	ITEM #	DESCRIPTION	Discount Price	Standard Price	Total
SKIRTED TABLE 30" HIGH <i>Colour Selection:</i> <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	\$98.75	\$138.00	
	DT6	6 Ft. Long x 2 Ft. Wide	\$108.50	\$152.00	
	DT8	8 Ft. Long x 2 Ft. Wide	\$117.25	\$164.50	
	DTS4S	Skirted Fourth Side Additional Charge	\$42.75	\$42.75	
SKIRTED COUNTER 42" HIGH <i>Colour Selection:</i> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	\$112.50	\$157.75	
	RD6	6 Ft. Long x 2 Ft. Wide	\$138.50	\$194.00	
	RD8	8 Ft. Long x 2 Ft. Wide	\$196.75	\$238.00	
NON SKIRTED TABLES 30" HIGH					
	UD4	4 Ft. Long x 2 Ft. Wide	\$56.00	\$95.25	
	UD6	6 Ft. Long x 2 Ft. Wide	\$65.75	\$109.25	
	UD8	8 Ft. Long x 2 Ft. Wide	\$74.50	\$121.25	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$70.00	\$115.00	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$95.75	\$151.25	
CUSTOM BOOTH DRAPING <i>Colour Selection:</i> <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.)	\$8.00	\$11.50	
	D8	8 Ft. High (Per Linear Ft.)	\$9.25	\$12.75	

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard 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 #104060264RT0001	

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

Signature

Date



CARPET AND UNDERPAD

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

SHOW:	CanWEA 2018	DISCOUNT PRICE DEADLINE DATE:	October 5, 2018
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	
BOOTH #: _____		A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.	
COMPANY NAME: _____		Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.	
CONTACT NAME: _____			
PHONE: _____			

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

BOOTH CARPET - STANDARD SIZE

Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.

QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	\$206.75	\$289.00	
	C1020	10 Ft. X 20 Ft. Double Booth	\$414.00	\$579.00	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)

If your booth requires a size not listed above, please complete this section.

Item #	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$2.38/Sq. Ft	\$3.33/Sq. Ft	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				

UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)

Item #	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	\$1.39/Sq. Ft.	\$1.94/Sq. Ft.	
--------	--	-----------------------	----------------	--

PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)

Item #	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	\$0.31/Sq. Ft.	\$0.42/Sq. Ft.	
--------	--	-----------------------	----------------	--

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

YES NO

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard 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 #104060264RT0001	

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

Signature

Date



SPECIALTY FURNISHINGS ORDER FORM

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

SHOW: CanWEA 2018	DEADLINE FOR ORDERS: October 5, 2018
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	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.

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

QTY	DESCRIPTION	PRICE	TOTAL	QTY	DESCRIPTION	PRICE	TOTAL
	Black Ladder Stool (Cloth Seat)	\$195.00			White Vancouver Sofa	\$550.00	
	Black Leather Stool	\$234.00			White Round Back Tub Chair	\$330.00	
	White Leather Stool	\$234.00			Contemporary White Ottoman (29" X 29")	\$290.00	
	White Equino Stool	\$234.00			Contemporary White Bench (72" X 18")	\$380.00	
	Black Equino Stool	\$234.00			Contemporary White Cube (18" X 18")	\$150.00	
	Black Toronto Leather Chair	\$390.00			White Curved Bench (72" X 18")	\$380.00	
	Black Toronto Leather Loveseat	\$515.00			Chrome/White Cocktail Table (24" Square Top / 42" High)	\$210.00	
	Black Toronto Leather Sofa	\$600.00			White Round Coffee Table (29" Diameter)	\$196.00	
	White Toronto Leather Chair	\$390.00			Black Round Coffee Table (29" Diameter)	\$196.00	
	White Toronto Leather Loveseat	\$515.00			White Square End Table (18" X 18")	\$136.00	
	White Toronto Leather Sofa	\$600.00			Black Round End Table (15" Diameter)	\$136.00	
	White Vancouver Chair	\$360.00			White Rectangle Coffee Table (24" X 48")	\$196.00	
	White Vancouver Loveseat	\$480.00					

NOTES:
Additional Items/colours may be available. Please contact GES directly to discuss your needs.
Specialty Furniture is in limited supply and must be ordered by October 5th. Items are not available on-site.

Terms & Conditions

- No cancellations after move-in begins.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- All orders are governed by GES Limits of Liability and Responsibility

SUBTOTAL	
5% GST	
TOTAL	

GST #R104060264

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

Signature

Date



GES EXHIBIT ACCESSORIES

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

SHOW: CanWEA 2018	DISCOUNT PRICE DEADLINE DATE: October 5, 2018
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____ COMPANY NAME: _____ CONTACT NAME: _____ PHONE: _____	<p>A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p>

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

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	PED001	Pedestal (White) 20"L x 20"W x 28"H	\$120.75	\$169.00	
	PED002	Pedestal (White) 20"L x 20"W x 36"H	\$120.75	\$169.00	
	GPML	Pedestal White 40"L X 40"W <small>(Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")</small>	\$605.25	\$847.50	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$359.75	\$503.50	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$246.75	\$345.75	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$246.75	\$345.75	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$251.50	\$351.75	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$364.25	\$509.50	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$514.75	\$720.75	

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$24.50	\$33.75	
	GGR	Garment Rail 39"W	\$62.75	\$87.75	
	GFS	Shelves - Flat 37"L X 12"W	\$52.75	\$74.00	
	GAS	Shelves - Angled 37"L X 12"W	\$52.75	\$74.00	
	GSWP	Slatwall Panels - 37"W X 96"H Grey <small>(Upgrade for standard panels)</small>	\$145.75	\$204.00	

*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 Discount Price Date will be processed at the Standard Price.

SUBTOTAL	
5% GST	
TOTAL	
GST #104060264RT0001	

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

Signature

Date



BOOTH CLEANING

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

SHOW: CanWEA 2018	DISCOUNT PRICE DEADLINE DATE: October 5, 2018
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	<p>A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

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

**If exhibitor sets up after hours or just prior to show open, service may not be provided.*

INITIAL CLEANING	DAILY CLEANING
On the evening prior to show opening, let us help your booth look its best. The carpet will be vacuumed & any waste baskets will be emptied.	This service includes daily vacuuming of booth carpet & emptying of waste baskets. Service is performed the night prior to show opening, as well as, at the end of each show day.

ITEM #	DESCRIPTION	DISCOUNT PRICE (per sq.ft.)	STANDARD PRICE (per sq.ft.)
BCICSF1	INITIAL CLEANING: 50 - 600 sq.ft.	\$0.48/sq.ft	\$0.68/sq.ft.
BCICSF2	INITIAL CLEANING: 601-1000 sq.ft.	\$0.38/sq.ft.	\$0.52/sq.ft.
BCICSF3	INITIAL CLEANING: OVER 1000sq.ft.	\$0.28/sq.ft.	\$0.39/sq.ft.
BCDCSF	DAILY RATE PER DAY	\$0.23/sq.ft. per day	\$0.33/sq.ft. per day

PLEASE USE THE TABLE BELOW TO INDICATE TYPE OF SERVICE REQUIRED.

Description	Booth Size	Total Sq.Ft.	Price (See Chart Below)
<input type="checkbox"/> Initial Carpet Vacuuming and Wastebaskets Emptied	_____ X _____ = _____	sq.ft. X _____ = _____	Price Per Sq.Ft. Sub Total
<input type="checkbox"/> Daily Carpet Vacuuming and Wastebaskets Emptied	_____ X _____ = _____	sq.ft. X _____ X _____ = _____	Price Per Sq.Ft. # of Days Sub Total

Terms & Conditions

- All orders received after the Discount Deadline Date will be processed at the Standard Price.
- No cancellations after move-in begins.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- All orders are governed by GES Limits of Liability and Responsibility.

SUBTOTAL	
5% GST	
TOTAL	
GST #104060264RT0001	

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

Signature

Date



**LABOUR
INSTALLATION AND DISMANTLING**

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

SHOW: CanWEA 2018	
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	<p>A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

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)

LABOUR INSTALLATION AND DISMANTLING			
Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	\$86.25
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 12:00am, Saturday & Sunday 8:00am - 4:00pm	\$129.00
LINDT	LODT	Double Time Monday-Sunday 12:00am - 8:00am, Saturday & Sunday 4:00pm - 12:00am, All Holiday Hours	\$172.50

INSTALLATION	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____	AM PM <small>Day / Date/ Month / Year</small>
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____
DISMANTLING	
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____	AM PM <small>Day / Date/ Month / Year</small>
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

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.

EST. SUBTOTAL	
5% GST	
EST. TOTAL	
	GST #104060264RT0001

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

Signature

Date



**IN BOOTH FORKLIFT
INSTALLATION AND DISMANTLING**

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

SHOW: **CanWEA 2018**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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

In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor materials within your booth space. **Minimum charge of 1 hour per order.** (Includes installation and dismantling).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

IN BOOTH FORKLIFT INSTALLATION AND DISMANTLING			
Item #	Item #	DESCRIPTION	PER HOUR
IBIRFL	IBORFL	Straight Time Monday-Friday 8:00am - 4:00pm	\$131.25
IBIOTFL	IBOOTFL	Over Time Monday-Friday 4:00pm - 12:00am, Saturday & Sunday 8:00am - 4:00pm	\$196.50
IBIDTFL	IBODTFL	Double Time Monday-Sunday 12:00am - 8:00am, Saturday & Sunday 4:00pm - 12:00am, All Holiday Hours	\$262.50

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

SUPERVISOR NAME: _____ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: _____

Day	Date	Month	# of Hours	# of Forklifts
-----	------	-------	------------	----------------

DISMANTLING TIME REQUIRED: _____

Day	Date	Month	# of Hours	# of Forklifts
-----	------	-------	------------	----------------

INSTALLATION Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____

DISMANTLING Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.

Terms & Conditions

- Exhibitor must check forklift/driver 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.
- GES Limits of Liability apply.

EST. SUBTOTAL	_____
5% GST	_____
EST. TOTAL	_____
GST #104060264RT0001	

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

Signature

Date



MATERIAL HANDLING INFORMATION

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com 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 **CanWEA 2018**. 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: **September 20 - October 15, 2018**
8:00am - 4:00pm

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
CanWEA 2018
#25, 5805 76th Ave SE
Calgary, Alberta, Canada T2C 5L8

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **October 21 - 23, 2018** *see Show Info for hours

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
CanWEA 2018
BMO Centre - Halls D & E
20 Roundup Way SW
Calgary, Alberta, Canada T2G 2W1

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



MATERIAL HANDLING - WEIGHT

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

SHOW: **CanWEA 2018**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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: **September 20 - October 15, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$99.50** 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: **October 21 - 23, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$85.50** 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 **\$42.00** First Package
- Rate of **\$10.75** 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	
EST. TOTAL	
<small>GST #104060264RT0001</small>	

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

Signature

Date

ADVANCE WAREHOUSE SHIPPING LABEL

CanWEA 2018

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 / CanWEA 2018**
 #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:

September 20 - October 15, 2018
8:00am - 4:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

CanWEA 2018

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

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 / CanWEA 2018
BMO Centre - Halls D & E
20 Roundup Way SW
Calgary, Alberta, Canada
T2G 2W1

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:
October 21 - 23, 2018 *See Show Information for hours.



Logistics



GES Logistic Services

GES is proud to offer our clients a one source solution for Customs and Transportation services

Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- International Air Shipping
- 3 - 5 Day Deferred
- Common Carrier

24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering

To learn more, connect with the GES Logistics team at:

- Online: www.ges.com/ca
- Email: exhibitorserviceswest@ges.com
- Phone: 403.243.2212 or Toll-Free 1.800.636.8235

Ship everywhere with GES Logistics Services.



SHIPPING ORDER FORM

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

Section 1: Customer Information

Pick-Up	COMPANY NAME: _____ DATE: _____ TIME (4hr window): _____
	ADDRESS: _____ CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____
	CONTACT: _____ PHONE: _____ E-MAIL: _____
	PICK-UP AT: <input type="checkbox"/> Loading Dock <input type="checkbox"/> Reception Area <input type="checkbox"/> Residential Address Tailgate Required?: <input type="checkbox"/> Yes <input type="checkbox"/> No

Please Note: All shipments will be delivered and stored at the GES Advance Warehouse prior to delivery at the event venue.

Delivery	BOOTH NAME: _____ BOOTH #: _____ DATE: _____ TIME (4hr window): _____
	VENUE NAME: BMO Centre - Halls D & E EVENT NAME: CanWEA 2018
	ADDRESS: 20 Roundup Way SW CITY: Calgary PROV/STATE: Alberta POSTAL/ZIP: T2G 2W1
	ON-SITE CONTACT: _____ PHONE: _____

Return address is same as Pick-Up address. Return service is not required.

Return	COMPANY NAME: _____ DATE: _____ TIME (4hr window): _____
	ADDRESS: _____ CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____
	CONTACT: _____ PHONE: _____ E-MAIL: _____
	RETURN TO: <input type="checkbox"/> Loading Dock <input type="checkbox"/> Reception Area <input type="checkbox"/> Residential Address Tailgate Required?: <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: Shipment Information

*** Charges will be based on actual weight & dimensions***

NUMBER OF PIECES:	DIMENSIONS:			ESTIMATED WEIGHT:
_____ CARTONS/BOXES	L _____ x	W _____ x	H _____	_____
_____ PLASTIC CASES	L _____ x	W _____ x	H _____	_____
_____ CRATES (WOODEN)	L _____ x	W _____ x	H _____	_____
_____ SKIDS/PALLETS	L _____ x	W _____ x	H _____	_____
_____ OTHER:	L _____ x	W _____ x	H _____	_____
_____ TOTAL PIECES	TOTAL WEIGHT:			_____

Section 3: Billing & Payment Information

COMPANY: _____	I hereby authorize use of the following credit card for payment of services relative to this order form. <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width: 100%; height: 20px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> EXPIRY DATE: ____ / ____ CVV: _____ CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: _____										
ADDRESS: _____											
CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____											
CONTACT NAME: _____											
E-MAIL: _____ PHONE: _____											

GST #: 104060264RT001

Terms & Conditions

GES assumes no responsibility for shipments left in booth by the 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.

- GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- GES shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to the exhibitor's booth.
- 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.
- GES shall not be responsible for any loose, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- 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.
- 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.
- 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.

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

Signature

Date



customs



GES Customs Services

GES is proud to offer our clients a one source solution for Customs and Transportation services

Reliable and Efficient Service

- Experienced and reliable staff
- Personnel are accessible at all times

Value Added Service

- Save time and money by making fewer calls

Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one consultation to assist exhibitors with their specific needs

On-Site Representation

- GES Customs Services representatives will be in-site from the beginning of move-in, throughout the event and until the last shipment leaves the trade show floor.

Simplified Ordering

To learn more, connect with the GES Customs team at:

- Online: www.ges.com/ca
- Email: exhibitorserviceswest@ges.com
- Phone: 403.243.2212 or Toll-Free 1.800.636.8235



CUSTOMS ORDER FORM

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

Please accept this completed form as authorization for GES to provide customs clearance services.
This completed form must be submitted to GES with a commercial invoice.

Section 1: Customer Information

COMPANY NAME: _____			
ADDRESS: _____	CITY: _____	PROV/STATE: _____	POSTAL/ZIP: _____
CONTACT: _____	PHONE: _____	E-MAIL: _____	

Section 2: Shipment Information

BOOTH NAME: _____		BOOTH #: _____	
VENUE NAME: BMO Centre - Halls D & E		EVENT NAME: CanWEA 2018	
SHIPMENT DATE: _____	SHIPPING FROM (CITY): _____	# CARTONS/CRATES/ETC: _____	
CARRIER NAME: <input type="checkbox"/> GES <input type="checkbox"/> OTHER: _____	ESTIMATED TOTAL WEIGHT: _____		<input type="checkbox"/> LBS. <input type="checkbox"/> KGS.
ON-SITE CONTACT: _____	PHONE: _____	E-MAIL: _____	

Section 3: Return Shipment Consignment Information

COMPANY NAME: _____		U.S. TAX # / EIN: _____	
CARRIER NAME: <input type="checkbox"/> GES <input type="checkbox"/> OTHER: _____			
DELIVERY ADDRESS: _____	CITY: _____	PROV/STATE: _____	POSTAL/ZIP: _____
CONTACT NAME: _____	PHONE: _____	E-MAIL: _____	

Section 4: Billing & Payment Information

COMPANY: _____	I hereby authorize use of the following credit card for payment of services relative to this order form. <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width: 100%; height: 20px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> EXPIRY DATE: ____ / ____ CVV: _____ CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: _____										
ADDRESS: _____											
CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____											
CONTACT NAME: _____											
E-MAIL: _____ PHONE: _____											

GST #: 104060264RT001

Terms & Conditions

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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 exhibitor's material after same has been delivered to the 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 loose, 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.

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

Signature

Date

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p>
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<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.</p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
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<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
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<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p>	<p>10 Currency of Settlement / Devises du paiement USD</p>
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11. No. of Pkgs. / Nbre. de colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	Relacement Value / Valeur de Remplacement	
			14. Unit Price / Prix Unitaire	15. Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces 6</p>		
<p>18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale</p>	<p>16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/>kgs.</p> <p>Net. Weight / Gross Wt./ Brut N/A 1,500 lbs</p>	<p>17. Invoice Total / Total de la facture</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010</p> <p>Contact: BILL SMITH</p> <p>Tel: 212-268-2140 Fax: 212-268-2511</p>
<p>21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p> <p>N/A</p>	

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6 Country of Transshipment / Pays de transbordement	
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
YES <input type="checkbox"/> OUI		NO <input type="checkbox"/> NON			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact: Tel: Fax:			



LIMITS OF LIABILITY & RESPONSIBILITY

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

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.