



The Buildings Show 2018 - South

Construct Canada & PM Expo

November 28 - 30, 2018

Metro Toronto Convention Centre - South Building

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**
- ✓ **GES Exhibits & Accessories**
- ✓ **Graphics & Design**
- ✓ **Furnishings**
- ✓ **Carpet & Underpad**
- ✓ **Specialty Furnishings**
- ✓ **Plants & Floral**
- ✓ **Labour Services for Install & Dismantle**
- ✓ **In-Booth Forklift**
- ✓ **Material Handling**
- ✓ **GES Logistics Services**

Take advantage of up to a 35% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of **November 6, 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 H.S.T. when exhibiting in Ontario.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500.**
torontoexhibitorservices@ges.com



Show Information

The Buildings Show 2018 - South

Construct Canada & PM Expo

Metro Toronto Convention Centre - North Building

November 28 - November 30, 2018

Venue Shipping Address	Advance Warehouse Shipping Address
The Buildings Show - South Metro Toronto Convention Centre South Building 222 Bremner Blvd. Toronto, Ontario, Canada M5V 3L9	GES / The Buildings Show - South (Show Name, Company Name & Booth #) 6130 Netherhart Rd. Mississauga, Ontario, Canada L5T 1B7

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

Official Services Contractor	
Global Experience Specialists, Inc. (GES)	905-283-0500
5675 McLaughlin Road	905-283-0501
Mississauga, Ontario, Canada	www.ges.com/ca
L5R 3K5	torontoexhibitorservices@ges.com

Show Information	
Booth Size	10' x 10' and larger
Backwall Drape	None
Sidewall Drape	None
Aisle Carpet Colour	Pepper

Important Dates - Prior to Show	
Advance Price Deadline Date	Tuesday, November 6
Advance Shipments may begin arriving at the Warehouse	Tuesday, October 30
Last day for Advance Shipments to arrive at the Warehouse	Tuesday, November 20

Direct Shipments may arrive at Exhibit Site	Monday, November 26	See Targeted Move In Schedule
Last day for Direct Shipments to arrive at Exhibit Site	Tuesday, November 27	See Targeted Move In Schedule

Important Dates - At the Show		
Move In	Monday, November 26	As per Targeted Move In Schedule
	Tuesday, November 27	As per Targeted Move In Schedule
Show Hours	Wednesday, November 28	10:00am - 5:00pm
	Thursday, November 29	10:00am - 5:00pm
	Friday, November 30	9:00am - 1:00pm
Move Out	Friday, November 30	1:00pm - 10:00pm

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:		
	Monday, November 26	Noon - 10:00pm
	Tuesday, November 27	8:00am - 9:00pm
	Wednesday, November 28	8:00am - 5:00pm
	Thursday, November 29	8:00am - 5:00pm
	Friday, November 30	8:00am - 4:00pm



CREDIT CARD AUTHORIZATION

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

SHOW: **The Buildings Show 2018 - South**

EXHIBITOR INFORMATION

BOOTH #: _____ Contact Name: _____
Company: _____
Address: _____
City: _____ Prov/State: _____
Code/Zip: _____ Country: _____
Phone: _____ Fax: _____
Email: _____

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).*

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.

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"**



PAYMENT POLICY INFORMATION SHEET

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@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 13% HST ON ALL ORDERS.



ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

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: The Buildings Show 2018 - South

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: PNBPU3NNYC

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.



THIRD PARTY BILLING

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

SHOW: **The Buildings Show 2018 - South**

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:



SPECIAL OFFER - HARDWALL BOOTH PACKAGES

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

SHOW: **The Buildings Show 2018 - South**

**DISCOUNT PRICE
DEADLINE DATE:**

November 6, 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.

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

☐ Package #1 (10' x 10')

This package includes:

- 8' Backwall & 3' Sidewalls
- Choice of Black or Grey Carpet
- 1 - Pedestal Table
- 1 - 1500w, 120v Electrical Outlet
- Standard Booth Header (to read company name)
- White Infill Panels
- 2 - Plastic Contour Chairs
- 1 - Wastebasket
- 2 - Arm Lights
- Standard Material Handling (under 5,000 lbs)



DISCOUNT PRICE: \$1,525.00

Standard Price: \$1,906.25

☐ Package #2 (10' x 20')

This package includes:

- 8' Backwall & 3' Sidewalls
- Choice of Black or Grey Carpet
- 2 - Pedestal Tables
- 2 - 1500w, 120v Electrical Outlets
- Standard Booth Header (to read company name)
- White Infill Panels
- 4 - Plastic Contour Chairs
- 2 - Wastebaskets
- 4 - Arm Lights
- Standard Material Handling (under 5,000 lbs)



DISCOUNT PRICE: \$3,050.00

Standard Price: \$3,812.50

Please select your preferred Carpet Colour: ☐ Black ☐ Grey

Package #1 Standard Booth Header to Read: _____

Package #2 Standard Booth Header to Read: Left: _____ Right: _____

Custom Booth Header to be added ☐ Custom Booth Header with graphics/logos will be charged \$100.00 extra per sign

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

Enter **touupload@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

- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- GES is not responsible for exhibit materials left within the Booth.
- Changes to the structure design or graphics will result in additional fees.

**SUBTOTAL
13% HST
TOTAL**

HST #104060264RT0001

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

Signature

Date



HARDWALL BOOTH GRAPHIC UPGRADES

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247

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

SHOW: **The Buildings Show 2018 - South**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

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

Orders for GES products and/or services will **not** be
accepted without receipt of a completed
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ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

GRAPHIC UPGRADES PRICELIST (Priced per panel)

QTY	Description	Standard Price	On-Site Price	Total
	8' Graphic Panel Upgrade Please specify location of panel(s): _____ _____	\$283.00	\$354.00	
	Booth Header Upgrade - Logo Only	\$100.00	\$128.75	
	* Other panel sizes available upon request.			

Prices listed above apply to print-ready graphics provided to GES by the Exhibitor. Prices do not include Graphic Design Services.

All prices include delivery to Show Site.

DIGITAL FILE / GRAPHICS UPLOAD INSTRUCTIONS

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

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

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

For more information or quote, please email us at: torontoexhibitorservices@ges.com

Terms & Conditions

- All orders received once move-in has begun will be charged On-Site Prices.
- There are no refunds/exchanges on graphics.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date



GES SHOW SPECIALS

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

SHOW: **The Buildings Show 2018 - South**

**DISCOUNT PRICE
DEADLINE DATE:**

November 6, 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.

GES SHOW SPECIAL INCLUDES:

• Standard Booth Header(s) - 12"x77.5" • Infill Panels • Carpet • Install & Dismantle • No Labour Costs • No Material Handling



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

QTY	Item #	Description	Discount Price	Standard Price	Total Price
	SS001	Package A - 10' x 10'	\$1,105.25	\$1,473.75	
	SS002	Package B - 10' x 20'	\$1,659.00	\$2,212.25	
PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:					
Infill Panel Colour: <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> White Carpet Colour: <input type="checkbox"/> Black <input type="checkbox"/> Grey					

(All panel & carpet colours subject to availability.)

Package A Standard Booth Header to Read: _____

Package B Standard Booth Header to Read: Left: _____ Right: _____

Custom Booth Header to be added ☐ Custom Booth Header with graphics/logos will be charged \$100.00 extra per sign

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

Enter tupload@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 Discount Price Date will be processed at the Standard 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	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date



BACKWALL OPTIONS

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

SHOW: **The Buildings Show 2018 - South**

**DISCOUNT PRICE
DEADLINE DATE:**

November 6, 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.

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

BACKWALL OPTIONS INCLUDE:

- Installation & Dismantle
- No Labour Costs
- No Material Handling Costs

10' x 8' Backwall



20' x 8' Backwall



(No substitutions please. If you require furniture or capret, please refer to the GES order forms enclosed in the package).

QTY	Item #	Description	Discount Price	Standard Price	Total
	GBW10	10' x 8' Backwall	\$705.00	\$979.00	
	GBW20	20' x 8' Backwall	\$988.00	\$1,373.00	

PLEASE SELECT YOUR CHOICE OF INFILL PANEL COLOUR: ☐ Black ☐ Grey ☐ White

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.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

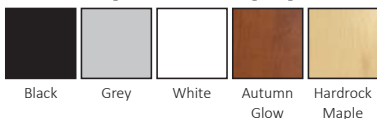


ITEM #GER003

Model 3



Choice of coloured infill panels



Choice of carpet colour



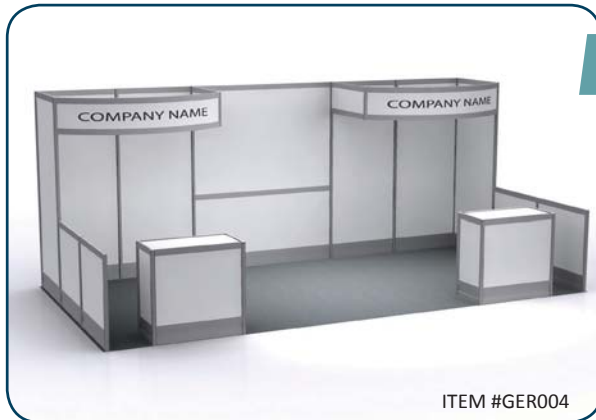
To upgrade with graphics, contact our Exhibitor Services team:

1-877-437-4247 (Toll-Free)
torontoexhibitorservices@ges.com



10' x 20' Exhibit Rentals

STANDARD



Model 4

ENHANCED



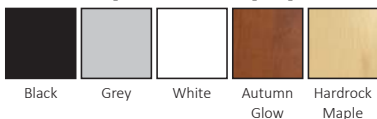
Model 5



Model 6



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics, contact our Exhibitor Services team:

1-877-437-4247 (Toll-Free)
torontoexhibitorservices@ges.com



RENTAL EXHIBITS

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

SHOW: **The Buildings Show 2018 - South**

**DISCOUNT PRICE
DEADLINE DATE:**

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EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

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

Model	Discount Price	Standard Price
Model #1	\$2,142.75	\$2,857.00
Model #2	\$2,428.50	\$3,238.25
Model #3	\$2,614.00	\$3,485.50
Model #4	\$3,410.25	\$4,547.25
Model #5	\$3,725.50	\$4,967.50
Model #6	\$3,690.75	\$4,921.25

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.**



905-283-0500



torontoexhibitorservices@ges.com

Rental Exhibits Include: Install & Dismantle, Solid-Coloured Infill Panels, Carpet, Standard Booth Header (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: Standard Booth Header to Read: _____

Model 4: Standard Booth Header to Read: Left: _____ Right: _____

Indicate Date & Time for Arrival: _____

You can upload your file(s) to: **<https://file.ges.com/>**
Enter **toupload@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	
13% HST	
TOTAL	

HST #104060264RT0001

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

Signature

Date



GES EXHIBIT ACCESSORIES

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SHOW: **The Buildings Show 2018 - South**

**DISCOUNT PRICE
DEADLINE DATE:**

November 6, 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.

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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	\$168.00	\$224.00	
	PED002	Pedestal (White) 20"L x 20"W x 36"H	\$175.25	\$233.75	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$645.00	\$860.00	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$532.50	\$710.00	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$423.50	\$564.75	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$423.50	\$564.75	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$423.50	\$564.75	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$639.75	\$853.25	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$639.75	\$853.25	

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$52.50	\$70.00	
	GGP	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$175.25	\$233.75	
	GGR	Garment Rail 39"W	\$62.00	\$82.75	
	GFS	Shelves - Flat 37"L X 12"W	\$53.25	\$71.00	
	GAS	Shelves - Angled 37"L X 12"W	\$53.25	\$71.00	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$148.25	\$197.75	

*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
13% HST
TOTAL**

HST #104060264RT0001

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

Signature

Date



Customized Rental Exhibits

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GRAPHICS AND DESIGN

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

SHOW: **The Buildings Show 2018 - South**

**DISCOUNT PRICE
DEADLINE DATE:**

November 6, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

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STANDARD SIGN PRICE LIST

QTY	Item #	Description	Discount Price	Standard Price	Total
	SIG027	8"W x 11"H vertical sign (with easel)	\$15.00	\$20.00	
	S744	44"W x 7"H horizontal sign (with holes)	\$88.25	\$117.75	
	S2228	22"W x 28"H vertical sign	\$119.50	\$159.50	
	S2844	28"W x 44"H vertical sign	\$153.75	\$205.25	
	SIG028	38"W x 84"H vertical sign (with feet)	\$550.50	\$734.00	

* All prices include delivery to show site.

CUSTOM GRAPHICS

PLEASE UPLOAD ARTWORK HERE

We offer complete graphics services from Design to Print!

We can create custom graphics almost any size to fit any of your needs, including:

- Pressure sensitive vinyl (PSV) Booth wraps (the same as vehicle wraps)
- Vinyl or mesh banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut graphics for eye-catching effect
- Printing on specialized / unique material
- Double Sided applications
- Carpet / Floor Decals

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

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

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

SIGN INFO

*If you do not have a print file to submit, but need copy to be set / basic layout, please write the text and description for your sign order below or attach separate page.

For more information or quote, please email us at: torontoexhibitorservices@ges.com

ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK.

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard Price.
- There are no refunds/exchanges on signs.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date



FURNISHINGS

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DEADLINE DATE:**

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QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	Total
	300050	Plastic Contour Chair	\$59.50	\$79.50	
	FGFSC	Grey Fabric Side Chair	\$103.50	\$138.00	
	FGFAC	Grey Fabric Arm Chair	\$114.50	\$152.75	
	FGFCS	Grey Fabric Counter Stool	\$127.50	\$170.00	
	FGFLC	Grey Lounge Chair	\$105.75	\$141.00	
	FSC	Steno Chair	\$108.75	\$145.00	
	FPEDT	Starbase Table - 30" Round x 30" High	\$113.75	\$151.75	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$86.75	\$115.75	
	FCT	Coat Tree	\$39.75	\$53.00	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$99.75	\$133.25	
	FESL	Easel	\$51.75	\$69.00	
	FSBD	Gold Ballot Drum	\$117.25	\$156.50	
	GPLP	Plexi Pocket (wall mountable only)	\$45.75	\$61.25	
	FCSU	White Counter Storage Unit 41" H	\$286.00	\$381.50	
	FBH	Bag Holder 41"H	\$79.50	\$106.00	
	FWB	Plastic Wastebasket	\$21.00	\$28.00	

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 GES 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	
13% HST	
TOTAL	
HST #104060264RT0001	

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Signature

Date



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QTY	ITEM #	DESCRIPTION	Discount Price	Standard Price	Total
SKIRTED TABLE 30" HIGH Colour Selection: <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	\$107.25	\$143.00	
	DT6	6 Ft. Long x 2 Ft. Wide	\$127.00	\$169.50	
	DT8	8 Ft. Long x 2 Ft. Wide	\$160.50	\$214.25	
	DTS4S	Skirted Fourth Side Additional Charge	\$48.00	\$64.25	
SKIRTED COUNTER 42" HIGH Colour Selection: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	\$160.50	\$214.25	
	RD6	6 Ft. Long x 2 Ft. Wide	\$181.75	\$242.50	
	RD4S	Skirted Fourth Side Additional Charge	\$50.00	\$66.75	
NON SKIRTED TABLES 30" HIGH					
	UD4	4 Ft. Long x 2 Ft. Wide	\$78.75	\$105.00	
	UD6	6 Ft. Long x 2 Ft. Wide	\$102.00	\$136.25	
	UD8	8 Ft. Long x 2 Ft. Wide	\$118.00	\$157.50	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$127.50	\$170.25	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$166.25	\$221.75	

BOOTH DRAPING

PLEASE NOTE: Booth drape is not permitted. For specific requests, please contact Tori Grant at victoria.grant@informa.com

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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	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date



CARPET AND UNDERPAD

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

SHOW: The Buildings Show 2018 - South	DISCOUNT PRICE DEADLINE DATE: November 6, 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. Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.
COMPANY NAME: _____	
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	\$262.00	\$349.50	
	C1020	10 Ft. X 20 Ft. Double Booth	\$446.00	\$594.75	
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.

CUSTC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$3.25/Sq. Ft.	\$4.35/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.)

CACU	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$1.55/Sq. Ft.	\$2.05/Sq. Ft.	
------	---	----------------	----------------	--

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

CAPC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$0.75/Sq. Ft.	\$1.00/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	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date



SPECIALTY FURNITURE

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SHOW: **The Buildings Show 2018 - South**

**DISCOUNT PRICE
DEADLINE DATE:**

November 6, 2018

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QTY	Item #	Description	Discount Price	Standard Price	Total
	SBCS	Black Ladder Stool (Cloth Seat)	\$181.75	\$242.50	
	SEWS	Equino White Stool	\$219.00	\$292.00	
	SLSW	White Leather Stool	\$219.00	\$292.00	
	SLSR	Red Leather Stool	\$219.00	\$292.00	
	SBLS	Black Leather Stool	\$219.00	\$292.00	
	SWBCSG	Chrome Wireback Stool	\$227.00	\$302.75	
	SRMCW	White Round Meeting Chairs	\$143.50	\$191.50	
	SRMCR	Red Round Meeting Chairs	\$143.50	\$191.50	
	SRMCBLK	Black Round Meeting Chairs	\$143.50	\$191.50	
	SCLCW	White Corbusier Leather Chair	\$408.75	\$545.25	
	SCLCR	Red Corbusier Leather Chair	\$408.75	\$545.25	
	SCLCBK	Black Corbusier Leather Chair	\$408.75	\$545.25	
	SCLLW	White Corbusier Leather Loveseat	\$481.50	\$642.00	
	SCLLR	Red Corbusier Leather Loveseat	\$481.50	\$642.00	
	SCLLBK	Black Corbusier Leather Loveseat	\$481.50	\$642.00	
	SWSC	White Sculpted Leather Chair	\$314.50	\$419.50	
	SSLCR	Red Sculpted Leather Chair	\$314.50	\$419.50	
	SSLCB	Black Sculpted Leather Chair	\$314.50	\$419.50	
	SWSLS	White Sculpted Leather Loveseat	\$427.50	\$570.00	
	SSLLR	Red Sculpted Leather Loveseat	\$427.50	\$570.00	
	SSLLB	Black Sculpted Leather Loveseat	\$427.50	\$570.00	

NOTE: 3 Seater Sofa Available Upon Request. On-site orders are subject to availability.

Terms & Conditions

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- All orders received after the Discount Price Date will be processed at the Standard Price.
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SUBTOTAL
13% HST
TOTAL

HST #104060264RT0001

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Signature

Date



SPECIALTY FURNITURE

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

SHOW: **The Buildings Show 2018 - South**

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EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

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PHONE: _____

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QTY	Item #	Description	Discount Price	Standard Price	Total
	SBLMC	Black Leather Ripple Sled Base Meeting Chair	\$162.00	\$216.25	
	SMCW	White Meeting Chair	\$158.25	\$211.00	
	SLRBTCW	White Leather Round Tub Chairs	\$308.00	\$410.75	
	SLRBTCBK	Black Leather Round Tub Chairs	\$308.00	\$410.75	
	SSWCT	Chrome/White Cocktail Table (24" Square Top, 42" High)	\$204.50	\$272.75	
	SRCT	Round Cocktail Table (Black 30" Diameter Top, 42" High)	\$224.25	\$299.00	
	SSBCT	Square Cocktail Table (Black 30" Top, 42" High)	\$224.25	\$299.00	
	SBMT	42" Black Meeting Table (Round)	\$197.25	\$263.00	
	SCMT72W	72" Chrome & White Meeting Table	\$317.75	\$423.75	
	SCTW	24" X 48" Coffee Table White Top	\$215.25	\$287.25	
	SCTB	24" X 48" Coffee Table Black Top	\$215.25	\$287.25	
	SWRET24	24" Round End Table White Top	\$171.25	\$228.50	
	SBRET24	24" Round End Table Black Top	\$171.25	\$228.50	
	SWRCT32	Round Coffee Table White Top 32"	\$193.50	\$258.00	
	SBRCT32	Round Coffee Table Black Top 32"	\$193.50	\$258.00	
	SWRCT39	Round Coffee Table White Top 39"	\$193.50	\$258.00	
	SBRCT39	Round Coffee Table Black Top 39"	\$193.50	\$258.00	
	SBF	Bar Fridge	\$271.00	\$361.50	
	SLS	Literature Stand	\$196.50	\$262.00	
	STP	18" Throw Pillows □ white □ pink □ blue □ red □ orange □ yellow □ black □ green	\$33.50	\$44.75	

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- There will be no refunds/exchanges for cancellations on-site.
- 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.

SUBTOTAL	
13% HST	
TOTAL	
	HST #104060264RT0001

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Signature

Date



PLANTS & FLORAL

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

SHOW: **The Buildings Show 2018 - South**

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FLOOR AND TABLE PLANTS

QTY	Item #	Description	Discount Price	Standard Price	Total
	PFP25	2 ft. to 5 ft. Tall	\$100.50	\$134.25	
	PFP68	6 ft. to 8 ft. Tall	\$196.50	\$262.00	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	\$294.75	\$393.25	
	PBF	Boston Fern	\$73.75	\$98.50	
	PTP	Table Plant - 10"	\$73.50	\$98.25	
	PMUM	Mums	\$44.25	\$59.00	

FLOWER ARRANGEMENTS

	PFAS	Standard Fresh Flower Arrangement	\$145.00	\$193.50	
	PFAP	Premium Fresh Flower Arrangement	\$267.75	\$357.25	
	PFAE	Exotic Arrangement	\$184.50	\$246.00	

PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

Terms & Conditions

- 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 or cancellations on site.
- 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.

SUBTOTAL
13% HST
TOTAL

HST #104060264RT0001

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Signature

Date



LABOUR INSTALLATION AND DISMANTLING

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

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PHONE: _____

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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	\$120.50
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$181.25
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$234.75

INSTALLATION

Set Up Drawings or Photos Attached: ☐yes ☐no

Carrier: _____ Delivery Date/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/TIME LABOUR REQUIRED: _____ AM PM
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

DISMANTLING

Carrier: _____ Delivery Date/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/TIME LABOUR REQUIRED: _____ AM PM
Day / Date/ Month / Year

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	_____
13% HST	_____
EST. TOTAL	_____

HST #104060264RT0001

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Signature

Date



IN BOOTH FORKLIFT INSTALLATION AND DISMANTLING

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

SHOW: **The Buildings Show 2018 - South**

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 INSTALLATION AND DISMANTLING

Item #	Item #	DESCRIPTION	PER HOUR
IBIRFL	IBORFL	Straight Time Monday-Friday 8:00am - 4:00pm	\$261.00
IBIOTFL	IBOOTFL	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$313.50
IBIDTFL	IBODTFL	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$371.25

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
13% HST
EST. TOTAL

HST #104060264RT0001

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

Signature

Date



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IMPORTANT – PLEASE READ CAREFULLY

MATERIAL HANDLING SERVICE INFORMATION

Exhibitors are permitted to receive and unload their own shipment(s) providing a representative of their company is present to receive the shipment(s) at the time of delivery, and they are able to unload their shipment(s) without the use of a forklift.

If unable to meet these requirements, GES has been appointed by Show Management to perform these services at the expense of the exhibitor.

Material Handling services are billed per square foot based on the total square footage of the booth space.

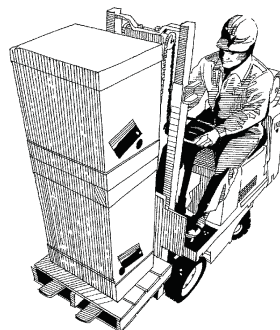
Rates are categorized as “Monday - Friday” rates and as “Saturday, Sunday & Holiday Rates”.

Please Note: A 30% surcharge will apply to shipments that are; uncrated, stacked, pad-wrapped, contain loose pieces, as well as to Material Handling orders placed on-site.

Material Handling Service Includes

- UNLOADING OF YOUR CARRIER & DELIVERY TO YOUR BOOTH
- REMOVING OF EMPTY CONTAINERS/CRATES/SKIDS FROM BOOTH TO STORAGE
- RETURNING OF EMPTY CONTAINERS/CRATES/SKIDS TO BOOTH AFTER SHOW
- RETURN OF YOUR CONTAINERS/CRATES/SKIDS TO THE LOADING DOCK
- RELOADING OF SHIPMENT(S) FROM DOCK TO CARRIER

If this additional service is required please fill out the **Material Handling Order Form included in this kit.**





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HEAVY MACHINERY HANDLING (over 5,000lbs)

PLEASE CONTACT THE *GES EXHIBITOR SERVICES DEPARTMENT*
torontoexhibitorservices@ges.com Phone: 905.283.0500 Toll-Free: 1.877.437.4247

Please specify quantity, sizes, special lifting requirements & weights of any heavy lift machinery or stone.

GES is pleased to provide Heavy Lift services for The Buildings Show in 2018. Below are a number of considerations for all Heavy Lift Exhibitors to consider. If you follow the basic rules provided, the experience should be a good one and your costs will be kept to a minimum.

Loading:

Please ensure your trucks are loaded friendly for removal. (i.e. On at least 4 – 6" blocking, fork pockets turned to side of trailer bed.)

*(Boom lifts take more time than forks)

Special Rigging:

Please ensure any special rigging that makes the installation of your equipment easier has been shipped with your equipment and that the technicians are aware. (i.e. Spreaders)

Skidding & Boxes:

Skidding and Boxes require additional work to remove. Either leave skidding on equipment or reduce their use. BOXES & SKIDDING MUST BE KEPT OUT OF THE AISLES.

Labels:

Be sure all additional components that you will want stored away from your booth (i.e. skids, containers, boxes etc.) are clearly labelled to avoid delays in finding them. Please label clearly with LARGE PRINT & include the company name & booth number.

Authority:

Take the time to be sure of the exact final location of your machinery, BEFORE WE ARRIVE. Relocating machinery is costly. Please instruct the person in charge during installation that they have your authority and that they will be signing for the work performed in that booth. Maintain all copies of TIME SHEETS so that you have a record for your company.

Planning:

Plan your work prior to our arrival to minimize the amount of wasted time due to decision making. This will also minimize the number of return visits.

Organize:

Organize your truckloads to match your booth expectations. Good organization at home will be more cost effective than trying to organize at the show.

Payments:

All payments will be required on Credit Card or by Certified Cheque prior to the reloading of any equipment.



MATERIAL HANDLING

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SHOW: **The Buildings Show 2018 - South**

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.

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

MATERIAL HANDLING SERVICE INCLUDES:

- Unloading of shipment(s) and delivery to booth
- Removing of empty containers from booth to storage areas
- Returning of empty containers to booth after show closing
- Reloading of shipment(s) from booth to carrier

SQUARE FOOTAGE OF BOOTH	MONDAY - FRIDAY RATES	SATURDAY, SUNDAY & HOLIDAY RATE
Up to 100 Square Feet	\$2.40 per sq. ft.	\$3.65 per sq. ft
101 to 500 Square Feet	\$3.15 per sq. ft	\$4.75 per sq. ft
Over 500 Square Feet	\$3.95 per sq. ft	\$5.90 per sq. ft

A 30% SURCHARGE WILL APPLY TO THE FOLLOWING:

- Shipments that are uncrated, stacked, pad-wrapped or contain loose pieces.
- Material Handling orders placed on-site.

Additional costs may apply should your materials require a single lift over 5,000 lbs, cranes, rigging, slings, etc.
Please contact Exhibitor Services at 905-283-0500 for further information.

PLEASE COMPLETE THE FOLLOWING:

Goods are scheduled for delivery to show site on: _____

Month/Day

Carrier Name

Number of Pieces: Total Weight ☐ lbs ☐ kgs: BOOTH SIZE: sq. ft.

CRATED SHIPMENTS

Size of Booth @ _____ \$ per sq.ft. = _____ SubTotal

UNCRACTED/OFF TARGET SHIPMENTS

Size of Booth @ _____ \$ per sq.ft. X 1.42 = _____ SubTotal
Surcharge

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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date

ADVANCE WAREHOUSE SHIPPING LABEL

The Buildings Show 2018 - South

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 / The Buildings Show 2018 - South**
 6130 Netherhart Rd.
 Mississauga, Ontario, Canada
 L5T 1B7

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED:

October 30 - November 20, 2018 9:00am - 4:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

The Buildings Show 2018 - South

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 / The Buildings Show 2018 - South**
Metro Toronto Convention Centre - South Building
222 Bremner Blvd.
Toronto, Ontario, Canada
M5V 3L9

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:
November 26 & 27, 2018

**Please refer to Targeted Move-In Schedule for times*



SHIPPING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontocl@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: _____
CONTACT: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
PHONE: _____	IF YES, CUSTOMS BROKER: _____	
FAX: _____	EMAIL: _____	PHONE: _____

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

DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: The Buildings Show 2018 - South	DELIVERY DATE: _____
: FACILITY: Metro Toronto Convention Centre - South Building	DELIVERY TIME: _____
ADDRESS: 222 Bremner Blvd.	
CITY: Toronto	PROV/STATE: Ontario
POSTAL CODE: M5V 3L9	

SERVICE REQUIRED

☐ ONE WAY ☐ ROUND TRIP

☐ TIME CRITICAL ☐ 3-5 DAY ☐ GROUND

ITEMS TO BE SHIPPED

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

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

BILLING AND PAYMENT INFORMATION

COMPANY NAME: _____	ADDRESS: _____	CITY: _____
PROV/STATE: _____	CODE: _____	EMAIL: _____
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

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torontocl@ges.com www.ges.com/ca

Warehouse Location: 6130 Netherhart Rd., Mississauga, Ontario, Canada L5T 1B7

BILLING INFORMATION

Company Name: _____	Expected Date of Arrival to Warehouse: _____
Address: _____	Crated or Loose Items: <input type="checkbox"/> YES <input type="checkbox"/> NO
City: _____ Prov/State: _____ Postal Code: _____	Customs Paperwork Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO
Contact: _____	If yes, Customs Broker: _____
Phone: _____	Contact: _____
Fax: _____ Email: _____	Phone: _____

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

DESTINATION

Show Name: <u>The Buildings Show 2018 - South</u>	Booth #: _____
Facility: <u>Metro Toronto Convention Centre - South Building</u>	
Address: <u>222 Bremner Blvd.</u>	Delivery Date: _____ Delivery Time: _____
City: <u>Toronto</u> Prov/State: <u>Ontario</u> Postal Code: <u>M5V 3L9</u>	
Company Name: _____	
Contact: _____	Phone: _____

ITEMS TO BE SHIPPED

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

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

ADVANCE SHIPMENTS TO WAREHOUSE: \$50.50 PER 100LBS. min. 300lbs
Advance Warehouse services do not include Material Handling Services and charges.
ADVANCE WAREHOUSE SERVICES INCLUDES DELIVERY TO SHOW SITE ONLY
YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT CONCLUSION

PAYMENT

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

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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 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.

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

X _____ Date: _____

Please Print Name: _____



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
- 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

For your convenience choose one of the ordering options available:

- Online: www.ges.com/ca
- Email: torontocl@ges.com
- Phone: 905-283-0500 or 1-877-437-4247

Ship everywhere with GES Logistics Services.



Priority On The Floor.... MEANS GES LOGISTICS

It's (almost) show time! Are you ready?

GES offers many products and services to help you achieve the results you are looking for. Have you considered...

GES Logistics Services *Local, Regional, International*

-  **Transportation**
-  **Tracking & Tracing**
-  **Warehousing**
-  **Exhibit Management**

Let GES Logistics handle the details. We smoothly navigate the many challenges of event management from shipping to tracking to warehousing and more.

Our **GES** Logistics team offers you
one-stop shopping for all your tradeshow and event needs.

Transportation management you can rely on.

With **GES** Logistics, you have a variety of shipping options:

- Common Carrier
- LTL trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, 3 - 5 day service

Want to learn more?

- Online: www.ges.com/ca
- Email: torontocl@ges.com
- Phone: 905-283-0500 or 1-877-437-4247



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.