

Show Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board

BMO Centre, Stampede Park
Wednesday January 30, 2019

Discount Deadline Date:

Wednesday January 16, 2019

Official Service Provider

Global Experience Specialists, Inc. (GES)

#25, 5805 – 76 Ave SE

Calgary, AB

T2C 5L8

Phone: (403) 243-2212

Fax: (403) 243-3868

Toll Free: (800) 636-8235

Email: exhibitorserviceswest@ges.com

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

Booth Size: Various Size

Backwall Drapes: 8' Backwall

Sidewall Drapes: 3' Sidewall

Booth Carpet Colour: Grey

Aisle Carpet Colour: Grey

Standard Booth Package Includes:

Pipe & Drape, (1) 6' skirted Table, (2) contour chairs, and booth carpet.

Important Dates *Be sure to check all supplier order forms for additional deadlines.*

Discount Deadline Date: Wednesday January 16, 2019 GES Orders must be received **with payment** by this date.

Advance Warehouse Receiving Dates: January 9, 2019 January 23, 2019

Exhibitor Move In Dates: January 29, 2019 January 29, 2019

GES On-Site Service Desk Dates: GES on site on Tuesday January 29 from 1 PM - 6PM

Show Open Dates: Wednesday January 30, 2019 from 8 AM - 6 PM

Exhibitor Move Out Dates: Wednesday January 30, 2019

Carrier Check-in Post Show: Wednesday January 30, 2019

Facility must be clear by: Wednesday January 30, 2019 12 - Midnight

Shipping Addresses *Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling*

Advance Shipments to Warehouse Address:

c/o GES/2019 Calgary Real Estate Board

(Company Name & Booth #)

#25, 5805 - 76 Ave SE

Calgary, AB T2C 5L8

Canada

Shipments should arrive on or between:

January 9, 2019

until January 23, 2019

Warehouse receiving hours are:

8:00 AM to 4:00 PM Monday to Friday

The warehouse is closed on weekends and holidays.

*See shipping label in the exhibitor manual.

Direct Shipments to Showsite Address:

c/o GES/2019 Calgary Real Estate Board

(Company Name & Booth #)

20 Roundup Way SE

Calgary, AB T2G 2W1

Canada

Direct to Showsite Receiving Dates:

January 29, 2019

Shipments to begin arriving at: 1 PM

Receiving dock closes at: 6 PM

January 29, 2019

*See shipping label in the exhibitor manual.

One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

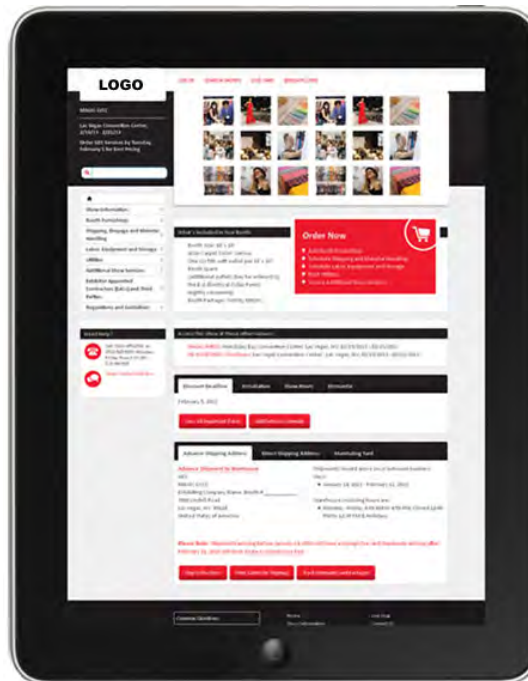
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://ordering.ges.com/>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Payment and Credit Card Authorization

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| | | | | |
|-----------------------------------|-------|----------------|-----------------|--------------|
| Exhibiting Firm Company Name | | | | Booth Number |
| Street Address | City | Province/State | Postal Code/ZIP | Country |
| Name of Primary Contact | Phone | Email | | |
| Name of Contact at Booth/Showsite | Phone | Email | | |

Please indicate if you will be using a Third Party for billing of services: Method of Payment

No Yes – Please return Third Party Billing Request Form Credit Card EFT/Wire Transfer Cheque

Discount Pricing

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

Method of Payment

- GES accepts American Express, MasterCard, Visa, Debit Card, Cheque and EFT/Bank Wire Transfers. Purchase Orders are not considered payment.
- Exhibitors will be **charged a \$25.00 fee** for returned NSF cheques.

Bank Wire Transfer Information

- To properly credit your account, please complete the **Electronic Funds/Wire Transfer Form** included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the **Electronic Funds/Wire Transfer Form**.
- NOTE:** There is a minimum \$20.00 Service Charge (North America), \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.

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** on file.

Third Party Billing

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

Adjustments and Cancellations

- Adjustments to your invoice will not be made after the close of the show. Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City Province/State Postal Code/Zip Country

Account Number Expiration Date MasterCard Corporate Card
 VISA Personal Card
 American Express

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

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Please Sign X
Authorized Signature
Authorized Name - Please Print Date

Total Payment Enclosed \$

GST # R104060264

Order Online <https://ordering.ges.com/>



Third Party Billing Form

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Exhibiting Firm Company Name _____ Email _____ Phone Number _____ Booth Number _____

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services
Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____ Name of Primary Contact _____ Booth Number _____
 Exhibiting Company Street Address _____ City _____ Province/State _____ Postal Code/ZIP _____ Country _____
 Phone _____ Fax _____ Name of Secondary Contact (Optional) _____
 Name of Contact at Booth/Showsite _____ Phone _____ Secondary Contact Phone _____ Email _____

Step 2. Check services below to invoice to the Third Party

- All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.
- Booth Cleaning
 Exhibit Systems
 GES Logistics
 I & D Labor
 Forklift Labor
 Material Handling
 Rental Carpet
 Rental Furniture
 Signs
 Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name _____ Name of Primary Contact _____ Email _____
 Third Party Street Address _____ City _____ Province/State _____ Postal Code/ZIP _____ Country _____
 Name of Contact at Booth/Showsite _____ Phone _____ Secondary Contact Phone _____

Step 4. Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or EFT/bank wire transfer.

Cardholder Name - Please Print _____
 Billing Address _____
 City _____ Province/State _____ Postal Code/Zip _____ Country _____
 Method of Payment
 Credit Card
 EFT/Wire Transfer
 Cheque
 MasterCard
 Corporate Card
 VISA
 Personal Card
 American Express
 Account Number _____ Expiration Date _____

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by cheque or EFT/bank wire transfer.

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print _____ Date _____

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed \$ _____
 GST # R104060264

Electronic Funds/Wire Transfer Form

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| | | | | | |
|-----------------------------------|-----|--------------------------------------|-------------------------|-----------------|---------|
| Exhibiting Firm Company Name | | Email | Phone Number | Booth Number | |
| Exhibiting Company Street Address | | City | Province/State | Postal Code/ZIP | Country |
| Phone | Fax | Name of Secondary Contact (Optional) | | | |
| Name of Contact at Booth/Showsite | | Phone | Secondary Contact Phone | Email | |

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

GES Bank Information

Please include all of the following information to ensure your funds reach our bank

Beneficiary's Name:
Bank Name:
Address:

GES Canada Limited
 Bank of Montreal
 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: PNBPUS3NNYC

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.

Carpet

Standard

Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



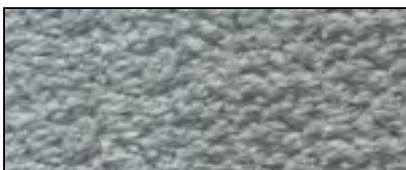
Black



Blue



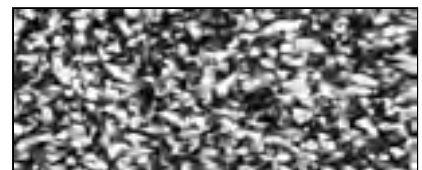
Blue Jay



Gray



Green



Pepper



Red

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Carpet Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
 Place your order online before the discount deadline for best pricing.



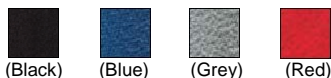
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.
- Orders for Carpet Pad and Plastic Covering will be charged at a minimum of 100 Sq.Ft.
- All orders received after the Discount Price Date will be processed at the Regular 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Carpet colour subject to availability.

Carpet

Standard Color Options

(Grey will be provided if no color is indicated below)



| Item Code | Description | Color | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---------------------------------|-------|---------------|---------------|-----|-------|-------|
| C1010 | Pre-Cut Standard Carpet 10'x10' | | 181.00 | 253.00 | | 5.00 | \$ |
| C1020 | Pre-Cut Standard Carpet 10'x20' | | 362.00 | 507.00 | | 5.00 | \$ |
| C1030 | Pre-Cut Standard Carpet 10'x30' | | 543.00 | 760.00 | | 5.00 | \$ |

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq.Ft.

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|--|--------|----------------------|---------------|-----|-------|-------|
| CUSTC | Standard Carpet Custom-Cut, Per Sq.Ft. | | 1.81 / Sq.Ft. | 2.53 / Sq.Ft. | | 5.00 | \$ |

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|----------------------|---------------|-----|-------|-------|
| CACU | Carpet Padding, 1/2" Thick, Per Sq.Ft. | 1.22 / Sq.Ft. | 1.71 / Sq.Ft. | | 5.00 | \$ |
| CACU | Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft. | 2.44 / Sq.Ft. | 3.42 / Sq.Ft. | | 5.00 | \$ |

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|-------------------------------------|----------------------|---------------|-----|-------|-------|
| CAPC | Carpet Plastic Covering, Per Sq.Ft. | 0.27 / Sq.Ft. | 0.38 / Sq.Ft. | | 5.00 | \$ |

If ordering electrical or telecommunications services, will under carpet wiring be required? Yes No

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign X _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed \$ _____

GST # R104060264

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **100%** of original price after installation.

Order Online <https://ordering.ges.com/>



Booth Cleaning Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
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Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- Cost of services will be invoiced based on the total area of your booth.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Step 1. Calculate Booth Square Footage

Width 100 X Length 100 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

| Item Code | Description | Discount (\$) | Standard (\$) | Total Sq. Ft. | # of Days | Tax % | Total |
|-----------|--------------------------------------|----------------------|---------------|---------------|-----------|-------|-------|
| BCICSF1 | Initial Cleaning 50 – 600 sq. ft. | 0.46 / Sq.Ft. | 0.64 / Sq.Ft. | | 1 | 5.00 | \$ |
| BCICSF2 | Initial Cleaning 601 – 1000 sq. ft. | 0.36 / Sq.Ft. | 0.50 / Sq.Ft. | | 1 | 5.00 | \$ |
| BCICSF3 | Initial Cleaning over 1000 sq. ft. | 0.26 / Sq.Ft. | 0.36 / Sq.Ft. | | 1 | 5.00 | \$ |
| BCDCSF | Daily Cleaning (per sq. ft. per day) | 0.22 / Sq.Ft. | 0.31 / Sq.Ft. | | | 5.00 | \$ |

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed \$ _____

GST # R104060264

Cancellation Policy: No cancellations after move-in begins. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Furniture and Accessories

Chairs



Chair, Plastic Contour, Grey



Padded Chair



Padded Stool

Tables



Table, Starbase, 30" Diameter x 40" High



Table, Starbase, 40" Diameter x 30" High

Skirted Tables



Table 4', Skirted 4 Sides, 24" x 30" High



Table 6', Skirted 3 Sides, 24" x 30" High

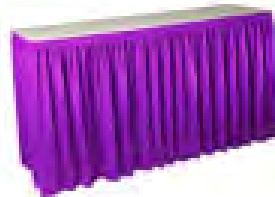


Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



White



Black



Blue



Silver



Green



Red

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furnishings Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.

Standard Furnishings

Chairs

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---------------------------|---------------|---------------|-----|-------|-------|
| 30050 | Grey Contour Chair | 34.00 | 47.50 | | 5.00 | \$ |
| FGFSC | Grey Fabric Side Chair | 46.00 | 64.50 | | 5.00 | \$ |
| FGFAC | Grey Fabric Arm Chair | 47.50 | 66.50 | | 5.00 | \$ |
| FGFCS | Grey Fabric Counter Stool | 101.00 | 141.00 | | 5.00 | \$ |

Pedestal Tables

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|--------------------------------------|---------------|---------------|-----|-------|-------|
| FPEDT40 | Cocktail Table – 30" round, 40" high | 101.00 | 141.00 | | 5.00 | \$ |
| FPEDT | Starbase Table – 30" round, 30" high | 84.00 | 118.00 | | 5.00 | \$ |
| FCOFT | Coffee Table – 30" round, 18" high | 64.00 | 90.00 | | 5.00 | \$ |

Accessories

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|---------------|---------------|-----|-------|-------|
| FCS | Pair of Tape Stanchions | 98.00 | 137.00 | | 5.00 | \$ |
| FCS | Additional Tape Stanchions / ea. | 49.00 | 69.00 | | 5.00 | \$ |
| FESL | Aluminum Easel | 46.00 | 64.00 | | 5.00 | \$ |
| FCT | Coat Tree | 36.00 | 50.00 | | 5.00 | \$ |
| FBH | Bag Stand 41"H | 76.00 | 106.00 | | 5.00 | \$ |
| FLR | Literature Rack | 90.00 | 126.00 | | 5.00 | \$ |
| FCSH | Sign Holder, Chrome, 22"x28" (Sign Extra) | 55.00 | 77.00 | | 5.00 | \$ |
| FSBD | Gold Ballot Drum, Small, Table Top | 73.00 | 102.00 | | 5.00 | \$ |
| FWB | Wastebasket | 25.00 | 35.00 | | 5.00 | \$ |
| FCSU | White Counter Storage Unit 40"H | 157.00 | 220.00 | | 5.00 | \$ |

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$

GST # R104060264

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



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Company Name _____ Email _____ Phone Number _____ Booth Number _____

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Place your order online before the discount deadline for best pricing.



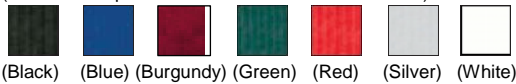
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.

Standard Furnishings

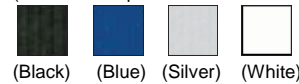
Table Skirt Color Options

(Black will be provided if no color is indicated below)



Counter Skirt Color Options

(Black will be provided if no color is indicated below)



Skirted Tables

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|--------|---------------|---------------|-----|-------|-------|
| DT4 | Table 4', Skirted 4 Sides, 30" High, 24" Wide | | 94.00 | 132.00 | | 5.00 | \$ |
| DT6 | Table 6', Skirted 3 Sides, 30" High, 24" Wide | | 104.00 | 146.00 | | 5.00 | \$ |
| DT8 | Table 8', Skirted 3 Sides, 30" High, 24" Wide | | 112.00 | 157.00 | | 5.00 | \$ |
| DTS4S | Table, Skirt 4th Side | | 41.00 | 57.00 | | 5.00 | \$ |

Unskirted Tables

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|---------------|---------------|-----|-------|-------|
| RUD4 | Table 4', Unskirted, 30" High, 24" Wide | 54.00 | 76.00 | | 5.00 | \$ |
| RUD6 | Table 6', Unskirted, 30" High, 24" Wide | 63.00 | 88.00 | | 5.00 | \$ |
| RUD8 | Table 8', Unskirted, 30" High, 24" Wide | 71.00 | 99.00 | | 5.00 | \$ |

Skirted Counters

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|--------|---------------|---------------|-----|-------|-------|
| DT4 | Table 4', Skirted 4 Sides, 42" High, 24" Wide | | 108.00 | 151.00 | | 5.00 | \$ |
| DT6 | Table 6', Skirted 3 Sides, 42" High, 24" Wide | | 132.00 | 185.00 | | 5.00 | \$ |
| DT8 | Table 8', Skirted 3 Sides, 42" High, 24" Wide | | 162.00 | 227.00 | | 5.00 | \$ |
| DTS4S | Table, Skirt 4th Side | | 49.50 | 69.50 | | 5.00 | \$ |

Unskirted Counters

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|---------------|---------------|-----|-------|-------|
| RUD4 | Table 4', Unskirted, 42" High, 24" Wide | 67.00 | 94.00 | | 5.00 | \$ |
| RUD6 | Table 6', Unskirted, 42" High, 24" Wide | 92.00 | 129.00 | | 5.00 | \$ |
| RUD8 | Table 8', Unskirted, 42" High, 24" Wide | 121.00 | 169.00 | | 5.00 | \$ |

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$

GST # R10406264

Cancellation Policy: No refunds/exchanges on cancelled skirted tables prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Custom Booth Draping Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
 BMO Centre, Stampede Park
 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



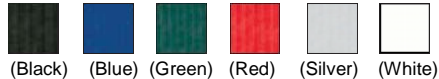
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.

Custom Booth Draping

Color Options

(Black will be provided if no color is indicated below)



Regular Banjo Drape

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|-----------------------------------|--------|---------------|---------------|-----|-------|-------|
| D3 | 3 Ft. High Banjo (Per Linear Ft.) | | 7.65 | 10.65 | | 5.00 | \$ |
| D8 | 8 Ft. High Banjo (Per Linear Ft.) | | 9.00 | 12.60 | | 5.00 | \$ |

High Banjo Drape (Black Only)

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|------------------------------------|--------|---------------|---------------|-----|-------|-------|
| D12 | 12 Ft. High Banjo (Per Linear Ft.) | Black | 16.00 | 22.50 | | 5.00 | \$ |
| D16 | 16 Ft. High Banjo (Per Linear Ft.) | Black | 17.50 | 24.50 | | 5.00 | \$ |

High Velour Drape (Black Only)

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|------------------------------------|--------|---------------|---------------|-----|-------|-------|
| D18 | 18 Ft. High Banjo (Per Linear Ft.) | Black | 27.00 | 38.00 | | 5.00 | \$ |

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign

X
Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$

GST # R104060264

Cancellation Policy: 50% refund will apply for draping cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Specialty Furniture Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
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 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
 Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Orders will not be processed until payment has been received.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Colours, sizes and styles may vary slightly.
- 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Specialty Furniture

Soft Seating

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|----------------------------|---------------|---------------|-----|-------|-------|
| SPE001 | White Leather Sofa | 374.00 | 524.00 | | 5.00 | \$ |
| SPE002 | White Leather Love Seat | 272.00 | 381.00 | | 5.00 | \$ |
| SPE003 | White Leather Armchair | 211.00 | 295.00 | | 5.00 | \$ |
| SPE004 | Espresso Leather Sofa | 374.00 | 524.00 | | 5.00 | \$ |
| SPE005 | Espresso Leather Love Seat | 272.00 | 381.00 | | 5.00 | \$ |
| SPE006 | Espresso Leather Armchair | 211.00 | 295.00 | | 5.00 | \$ |

Tables

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|------------------------|---------------|---------------|-----|-------|-------|
| SPE015 | Coffee Table | 121.00 | 169.00 | | 5.00 | \$ |
| SPE016 | End Table | 85.00 | 119.00 | | 5.00 | \$ |
| SPE009 | Glass Top Dining Table | 289.00 | 405.00 | | 5.00 | \$ |

Seating

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|------------------------|---------------|---------------|-----|-------|-------|
| SPE010 | Fabric Dining Chair | 100.00 | 140.00 | | 5.00 | \$ |
| SPE012 | White Fabric Tub Chair | 184.00 | 258.00 | | 5.00 | \$ |

Stools

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|------------------|---------------|---------------|-----|-------|-------|
| SPE019 | White Pump Stool | 131.00 | 183.00 | | 5.00 | \$ |

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$ _____

GST # R104060264

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

Order Online <https://ordering.ges.com/>



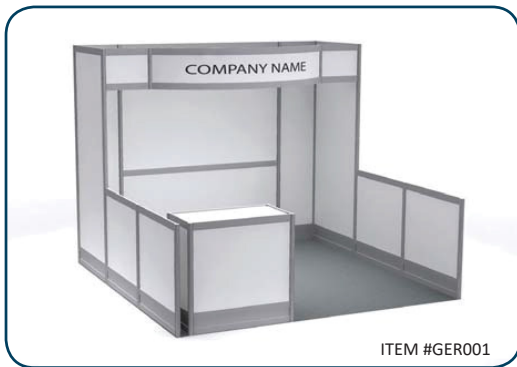
Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **DWarcup@ges.com**

10' x 10' Exhibit Rentals

STANDARD



Model 1

ENHANCED



Model 2



Model 3



Choice of coloured infill panels



Choice of carpet colour



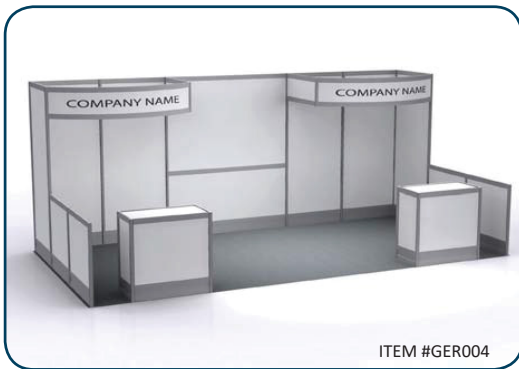
Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **DWarcup@ges.com**

10' x 20' Exhibit Rentals

STANDARD



ITEM #GER004

Model 4



ITEM #GER005

Model 5



ITEM #GER006

Model 6

ENHANCED



Choice of coloured infill panels



Black Grey White Autumn Glow

Choice of carpet colour



Black Grey Red Blue

Exhibit Systems Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
 BMO Centre, Stampede Park
 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
 Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- 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.
- 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.

Standard Exhibits

13 oz. Carpet Colour Options

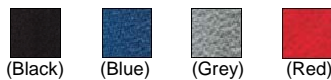


Exhibit Panel Colour Options

(Black) (White) (Grey) (Autumn Glow) (Hardrock Maple)

| Item Code | Description | Discount (\$) | Show Site (\$) | Qty | Tax % | Total |
|-----------|-------------------------------------|----------------|----------------|-----|-------|-------|
| GER001 | Standard Model #1, 10' x 10' Inline | 1278.00 | 1789.00 | | 5.00 | \$ |
| GER002 | Standard Model #2, 10' x 10' Inline | 1428.00 | 1999.00 | | 5.00 | \$ |
| GER003 | Standard Model #3, 10' x 10' Inline | 1386.00 | 1940.00 | | 5.00 | \$ |
| GER004 | Standard Model #4, 10' x 20' Inline | 1898.00 | 2657.00 | | 5.00 | \$ |
| GER005 | Standard Model #5, 10' x 20' Inline | 2111.00 | 2955.00 | | 5.00 | \$ |
| GER006 | Standard Model #6, 10' x 20' Inline | 2065.00 | 2891.00 | | 5.00 | \$ |



| | |
|---|--|
| Custom Header Sign You can upload your file(s) to: https://file.ges.com/ Enter cgraphics@ges.com in the "Recipient Email Address" field. IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:" | 105.00 147.00 5.00 \$ |
| Models 1, 2, 5 Identification Sign to Read: _____ | |
| Model 4, Identification Signs to Read: Left: _____ Right: _____ | |
| Carpet Colour: _____ Panel Colour: _____ <i>All carpet and panel colours subject to availability</i> | |

Please indicate date and time of arrival: _____
 Date of Arrival _____ Time of Arrival: _____

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

_____ Date _____
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed _____
 GST # R104060264

Cancellation Policy: No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
 Order Online <https://ordering.ges.com/>



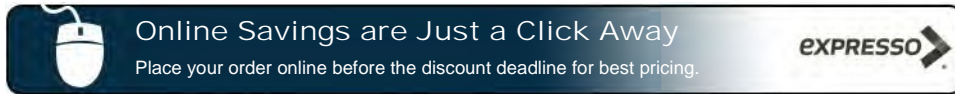
Exhibit Accessories Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
 BMO Centre, Stampede Park
 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- 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.
- GES is not responsible for exhibit materials left in any GES rental items.
- Changes to the structure design or graphics will result in additional fees.

Standard Accessories

| Item Code | Description | Discount (\$) | Show Site (\$) | Qty | Tax % | Total |
|-----------|---|---------------|----------------|-----|-------|-------|
| PED001 | Pedestal (White) 20"L x 20"W x 28"H | 106.00 | 148.00 | | 5.00 | \$ |
| PED002 | Pedestal (White) 20"L x 20"W x 36"H | 106.00 | 148.00 | | 5.00 | \$ |
| GPML | Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40") | 529.00 | 741.00 | | 5.00 | \$ |
| GSC | Storage Counter (White) 80"L X 20"W X 40"H | 315.00 | 441.00 | | 5.00 | \$ |
| GCC | Curved Counter (White) 60"L X 20"W X 40"H | 216.00 | 302.00 | | 5.00 | \$ |
| G99A | 99A Showcase (White/Glass) 40"L X 20"W X 41"H | 216.00 | 302.00 | | 5.00 | \$ |
| G99B | 99B Showcase (White/Glass) 40"L X 20"W X 41"H | 220.00 | 308.00 | | 5.00 | \$ |
| G99C | 99C Showcase (White/Glass) 26"L X 26"W X 96"H | 319.00 | 447.00 | | 5.00 | \$ |
| G99D | 99D Showcase (White/Glass) 40"L X 20"W X 96"H | 450.00 | 630.00 | | 5.00 | \$ |

GEM Booth Accessories

Designed to fit GES hardwall booths.

| Item Code | Description | Discount (\$) | Show Site (\$) | Qty | Tax % | Total |
|-----------|---|---------------|----------------|-----|-------|-------|
| GWF | Waterfall With Eight Hooks | 21.00 | 29.00 | | 5.00 | \$ |
| GGR | Garment Rail 39"W | 55.00 | 77.00 | | 5.00 | \$ |
| GFS | Shelves - Flat 37"L X 12"W | 46.00 | 64.00 | | 5.00 | \$ |
| GAS | Shelves - Angled 37"L X 12"W | 46.00 | 64.00 | | 5.00 | \$ |
| GSWP | Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels) | 128.00 | 179.00 | | 5.00 | \$ |

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$ _____

GST # R104060264

Cancellation Policy: No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.

Order Online <https://ordering.ges.com/>



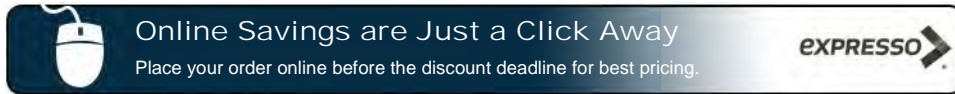
Graphics Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
 BMO Centre, Stampede Park
 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Upload your artwork to <https://file.ges.com/>
- Orders will not be processed until payment has been received.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Graphics and Signage

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|--|---------------|---------------|-----|-------|-------|
| S2228 | 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided | 127.00 | 178.00 | | 5.00 | \$ |
| S2228 | 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided | 100.00 | 140.00 | | 5.00 | \$ |
| S2844 | 28"W x 44"H Vertical Sign w/ Easel, Single Sided | 135.00 | 189.00 | | 5.00 | \$ |
| SBAN | 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided | 189.00 | 265.00 | | 5.00 | \$ |
| SMISC | Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided | 282.00 | 395.00 | | 5.00 | \$ |
| SMISC | Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided | 194.00 | 272.00 | | 5.00 | \$ |
| SMISC | Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided | 420.00 | 588.00 | | 5.00 | \$ |
| SMISC | Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided | 280.00 | 392.00 | | 5.00 | \$ |
| SMISC | Layout and Design Work / hour | 72.00 | 101.00 | | 5.00 | \$ |

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

GST # R104060264

Cancellation Policy: No refunds/exchanges on signs unless error lies with GES production.

Order Online <https://ordering.ges.com/>



Plants and Floral Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
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 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
 Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Plants and Flower Arrangements

Floor and Table Plants

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---------------------|---------------|---------------|-----|-------|-------|
| PFP25 | 2 ft. to 5 ft. Tall | 73.00 | 102.00 | | 5.00 | \$ |
| PFP68 | 6 ft. to 8 ft. Tall | 121.00 | 169.00 | | 5.00 | \$ |
| PBF | Boston Fern | 64.00 | 90.00 | | 5.00 | \$ |
| PTP | Table Plant – 10" | 57.00 | 80.00 | | 5.00 | \$ |
| PMUM | Mums | 41.00 | 57.00 | | 5.00 | \$ |

Flower Arrangements

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|-----------------------------------|---------------|---------------|-----|-------|-------|
| PFAS | Standard Fresh Flower Arrangement | 112.00 | 157.00 | | 5.00 | \$ |
| PFAP | Premium Fresh Flower Arrangement | 208.00 | 291.00 | | 5.00 | \$ |
| PFAE | Exotic Fresh Flower Arrangement | 146.00 | 204.00 | | 5.00 | \$ |

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 Exhibitor Services Department will check on availability and price:

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

GST # R104060264

Cancellation Policy: No refunds/exchanges on site. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Installation and Dismantle Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
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 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- Orders placed at show site will be completed in the order in which they are received.
- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the GES desk one-half (½) hour before time requested.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:00 PM.
- Overtime (OT): Monday through Friday from 4:00 PM to 12:00 AM. Saturday & Sunday from 8:00 AM to 4:00 PM.
- Double Time (DT): Monday through Sunday from 12:00 AM to 8:00 AM. Saturday & Sunday from 4:00 PM to 12:00 AM. All Holidays.

Step 1. Order Labour

| Item Code | Item Code | Description | Discount (\$) | Show Site (\$) | # Workers | X # Hours | Tax % | Total |
|-----------|-----------|----------------|---------------|----------------|-----------|-----------|-------|-------|
| LINREG | LOREG | ST Move In/Out | 82.00 | 106.50 | | | 5.00 | \$ |
| LINOT | LOOT | OT Move In/Out | 123.00 | 160.00 | | | 5.00 | \$ |
| LINDT | LODT | DT Move In/Out | 164.50 | 214.00 | | | 5.00 | \$ |

Step 2. Indicate the Service

Option A: GES Supervision



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, please let us know when you are planning to arrive so that we can schedule accordingly.

GES Supervised (OK to proceed without exhibitor.) **(A 30% (\$ 30.00 minimum) surcharge will be added)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract.

Date of Arrival
Time of Arrival

Option B: Exhibitor Supervision



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice. Exhibitor assumes the responsibility and any liability arising for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Exhibitor Supervised

- Indicate workers needed for installation and dismantling.
- Please estimate the number of workers and hours per worker needed for installation.

Move In

| Schedule Dates | Schedule Start Time | Schedule End Time | # Workers |
|----------------|---------------------|-------------------|-----------|
| MM/DD/YR | AM PM | AM PM | |
| MM/DD/YR | AM PM | AM PM | |
| MM/DD/YR | AM PM | AM PM | |

Move Out

| Schedule Dates | Schedule Start Time | Schedule End Time | # Workers |
|----------------|---------------------|-------------------|-----------|
| MM/DD/YR | AM PM | AM PM | |
| MM/DD/YR | AM PM | AM PM | |
| MM/DD/YR | AM PM | AM PM | |

Show Site Contact _____ Show Site Phone Number _____

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign

X _____
 Authorized Signature

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

_____ Date

Total Payment Enclosed

\$ _____

GST # R104060264

Cancellation Policy: Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

Order Online <https://ordering.ges.com/>



In-Booth Forklift Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
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Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for placing equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Don't forget to order for Move In and Move Out.
- The exhibitor must check the forklift driver in and out at the GES desk.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for in-booth forklift is one (1) hour per worker. Thereafter it is charged in half (½) hour increments.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:00 PM.
- Overtime (OT): Monday through Friday from 4:00 PM to 12:00 AM. Saturday & Sunday from 8:00 AM to 4:00 PM.
- Double Time (DT): Monday through Sunday from 12:00 AM to 8:00 AM. Saturday & Sunday from 4:00 PM to 12:00 AM. All Holidays.

Step 1. Order Forklift

| Item Code | Item Code | Description | Discount (\$) | Show Site (\$) | # Forklifts | X # Hours | Tax % | Total |
|-----------|-----------|----------------|---------------|----------------|-------------|-----------|-------|-------|
| IBIRFL | IBORFL | ST Move In/Out | 125.00 | 175.00 | | | 5.00 | \$ |
| IBIOTFL | IBOOTFL | OT Move In/Out | 187.50 | 262.50 | | | 5.00 | \$ |
| IBIDTFL | IBODTFL | DT Move In/Out | 250.50 | 350.50 | | | 5.00 | \$ |

Step 2. Indicate the Service

Option A: Exhibitor Supervision



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice. Exhibitor assumes the responsibility and any liability arising for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Exhibitor Supervised

- Indicate workers needed for installation and dismantling.
- Please estimate the number of workers and hours per worker needed for installation.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- Uncrating Unskidding Positioning
 Leveling Dismantling Recrating
 Reskidding

| Move In | Schedule Dates | Schedule Start Time | Schedule End Time | # Forklifts |
|---------|----------------|---------------------|-------------------|-------------|
| | MM/DD/YR | AM PM | AM PM | |
| | MM/DD/YR | AM PM | AM PM | |
| | MM/DD/YR | AM PM | AM PM | |

| Move Out | Schedule Dates | Schedule Start Time | Schedule End Time | # Forklifts |
|----------|----------------|---------------------|-------------------|-------------|
| | MM/DD/YR | AM PM | AM PM | |
| | MM/DD/YR | AM PM | AM PM | |
| | MM/DD/YR | AM PM | AM PM | |

Show Site Contact _____ Show Site Phone Number _____

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed \$ _____

GST # R104060264

Cancellation Policy: Orders cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per forklift. If Exhibitor fails to use the forklift at the time confirmed, a one (1) hour "No-Show" charge per forklift will apply.

Order Online <https://ordering.ges.com/>



Material Handling Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2019 Calgary Real Estate Board
 BMO Centre, Stampede Park
 Wednesday January 30, 2019

Discount Deadline Date:
 Wednesday January 16, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- 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.

Step 1. Review Freight Material Handling Rates and Information

| | Crated | Special Handling | |
|---|-------------|--------------------------|---------------------------------------|
| Advance Shipment to Warehouse (200 lbs. minimum per shipment) | \$72.50 cwt | \$94.50 cwt | |
| Direct Shipment to Show Site (200 lbs. minimum per shipment) | \$56.50 cwt | \$73.50 cwt | \$90.50 cwt |
| Small Packages (50 lbs. maximum per shipment, received on show site only) | | First Package \$44.00 | Each Additional Package \$11.25 ea |

Advance Shipments to Warehouse Dates:

January 9, 2019 : Advance shipments may begin arriving at warehouse.
 January 23, 2019 : Last day for shipments to arrive at warehouse.

Direct Shipments to Show Site Dates:

January 29, 2019 : Direct shipments may begin arriving at exhibit site after 1 PM
 January 29, 2019 : Last day for shipments to arrive at exhibit site by 6 PM



What is a small package shipment? Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Step 2. Estimate Order

Material Handling

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Subtotal + 5% GST

1st Small Package Piece = \$42.00 + _____ Additional Pieces x \$10.75 = _____ = _____ Subtotal + 5% GST

Shipment will be sent to: Show Site Advance Warehouse

On Date: _____ By Carrier: _____ Total Number of Pieces: _____

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed \$ _____

GST # R104060264

GES Policy: Please refer to GES' full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:



TO:

Full Exhibiting Company Name at Show

2019 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(Company Name & Booth #)
20 Roundup Way SE
Calgary, AB T2G 2W1
Canada

Shipment Should Arrive on or Between:

January 29, 2019 until January 29, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

2019 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(Company Name & Booth #)
20 Roundup Way SE
Calgary, AB T2G 2W1
Canada

Shipment Should Arrive on or Between:

January 29, 2019 until January 29, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

2019 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(Company Name & Booth #)
#25, 5805 - 76 Ave SE
Calgary, AB T2C 5L8
Canada

Shipment Should Arrive on or Between:

January 9, 2019 until January 23, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

2019 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(Company Name & Booth #)
#25, 5805 - 76 Ave SE
Calgary, AB T2C 5L8
Canada

Shipment Should Arrive on or Between:

January 9, 2019 until January 23, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Shipping Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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BMO Centre, Stampede Park

Wednesday January 30, 2019

Discount Deadline Date:

Wednesday January 16, 2019

Pick up Information

| | | | | | | |
|--|---------------------|--|------------------------------------|--|----------------------------|---------|
| Company Name | | Name of Primary Contact | | Phone | Email | |
| Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No | | Floor/Suite # | City | Province/State | Postal Code/ZIP | Country |
| Loading Dock | Business Hours | Pick up Date | | Pick up Time <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Customs Broker | Broker Contact Name | | Broker Phone Number | | Customs Paperwork Attached | |
| My materials are shipping to the: | | <input type="checkbox"/> Advance Warehouse | <input type="checkbox"/> Show Site | | | |

Destination Information

| | | | | | | |
|--|----------------|---------------|------------------------|------------------------|-----------------|---------|
| Exhibiting Company Name | | Booth Number | Showsite Contact Phone | Showsite Contact Email | | |
| Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No | | Floor/Suite # | City | Province/State | Postal Code/ZIP | Country |
| Loading Dock | Business Hours | Delivery Date | Delivery Time | | | |

Details of the items to be shipped

| Pieces | Description | Dimensions (in inches): | | | Est. 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: _____ | H _____ | x W _____ | x L _____ | _____ |
| Total # of Pieces | | | | | Total Weight: _____ |

Payment Information

Cardholder Name - Please Print _____

| | | | | |
|----------------------|----------------------|---|---|---------|
| Billing Address | City | Province/State | Postal Code/Zip | Country |
| Account Number | Expiration Date | | <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express | |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card | | |

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.

- 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 exhibitors material after same has been delivered to 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 CANADA 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 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.
- 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.

Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

Order Online <https://ordering.ges.com/>



Local Cartage/Post Show Service Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Discount Deadline Date:
 Wednesday January 16, 2019



Easy Ordering Tips:

- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.

Step 1. Review Freight Material Handling Rates and Information

| | Crated | Special Handling | Shipment MUST be picked up by: |
|--|-------------|------------------|--------------------------------|
| Local Cartage/Post Show Service (300 lbs. minimum per shipment) | \$69.00 cwt | \$89.75 cwt | |

Step 2. Provide Details of the items to be collected by GES

| Pieces | Description | Dimensions (in inches): | Est. 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: _____ | H _____ x W _____ x L _____ | _____ |
| _____ | Total # of Pieces | | Total Weight: _____ |

Step 3. Provide Payment Information

Cardholder Name - Please Print _____

Billing Address _____ City _____ Province/State _____ Postal Code/Zip _____ Country _____

Account Number _____ Expiration Date MasterCard Corporate Card
 VISA Personal Card
 American Express

A return Bill of Lading **MUST** be provided when this form is delivered to a GES representative.
 You must arrange for your carrier to pickup from the GES Warehouse **within 3 business days**, additional storage rates will apply after 3 days.

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 CANADA 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.

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign _____
 Authorized Signature

_____ Date _____
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed \$ _____
 GST # R104060264

GES Policy: Please refer to GES' full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Limits of Liability and Responsibility

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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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.