



# SHIPPING ORDER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Toll Free: 1.877.437.4247  
torontocl@ges.com www.ges.com/ca

## Section 1: Customer Information

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

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

<b>Delivery</b>	BOOTH NAME: _____ BOOTH #: _____ DATE: _____ TIME (4hr window): _____
	VENUE NAME: <b>Metro Toronto Convention Centre - South, Halls D &amp; E</b> EVENT NAME: <b>ODA Annual Spring Meeting 2019</b>
	ADDRESS: <b>222 Bremner Blvd.</b> CITY: <b>Toronto</b> PROV/STATE: <b>Ontario</b> POSTAL/ZIP: <b>M5V 3L9</b>
	ON-SITE CONTACT: _____ PHONE: _____

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

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

## Section 2: Shipment Information

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

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

## Section 3: Billing & Payment Information

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

HST #: 104060264RT001

## Terms & Conditions

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

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

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

Signature

Date