



WCW Annual Conference & Exhibition
September 17 - 18, 2019
Shaw Conference Centre

GES is pleased to have been selected as the official service contractor 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, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

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

Expresso Online Ordering
Furnishings
Specialty Furnishings
Carpet & Underpadding
Booth Cleaning
Modular Exhibit Systems & Accessories
Graphics
Installation & Dismantling Labour
Material Handling
GES Logistics / Shipping

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date 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 GST when exhibiting in Alberta.

Save time by ordering online at www.ges.com/ca

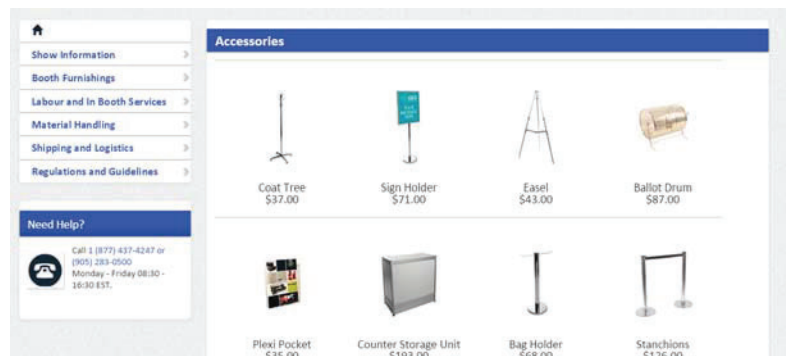
If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767**.



Accelerate your experience using the Expresso planning, ordering and management tool.

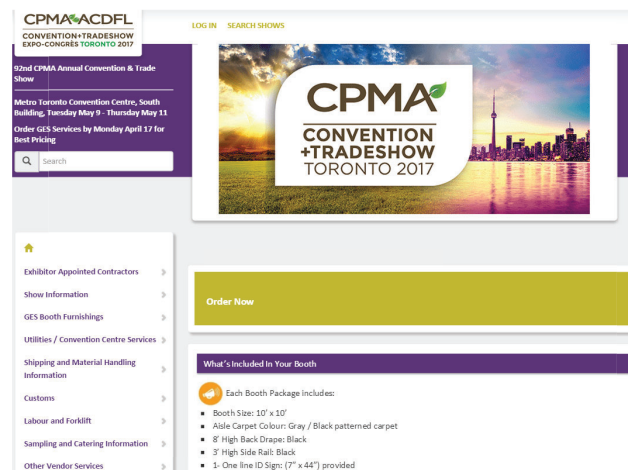
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



Experience a difference with Expresso.

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





ORDER FORM RECAP

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **WCW Annual Conference & Exhibition**
SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE
DEADLINE DATE: **September 3, 2019**

TO: **GES Edmonton**
FAX: **780-469-1619**
EMAIL: **edmonton@ges.com**
DATE: _____
FROM: _____
COMPANY: _____
PHONE: _____
EMAIL: _____
SHOW NAME: _____
BOOTH #: _____



To help us ensure we have received your entire order and we have the correct totals, check off those forms you are sending us and complete value section for each form

	GES ORDER FORM (s)	Pg. Total
<input type="checkbox"/>	Credit Card Authorization	\$
<input type="checkbox"/>	Third Party Billing	\$
<input type="checkbox"/>	Furnishings	\$
<input type="checkbox"/>	Speciality Furnishings	\$
<input type="checkbox"/>	Carpet & Underpadding	\$
<input type="checkbox"/>	Booth Cleaning	\$
<input type="checkbox"/>	Modular Exhibit System Rentals	\$
<input type="checkbox"/>	Modular Exhibit System Accessories	\$
<input type="checkbox"/>	Graphics	\$
<input type="checkbox"/>	Installation & Dismantle Services	\$
<input type="checkbox"/>	Material Handling	\$
<input type="checkbox"/>	GES Logistics / Shipping	\$

Please call to confirm receipt of your order.

To receive Discount Pricing send your order in by the Discount Price Deadline Date noted above.

THANK YOU FROM GES



PAYMENT POLICY INFORMATION SHEET

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SHOW NAME:

WCW Annual Conference & Exhibition

DISCOUNT PRICE

DEADLINE DATE:

September 3, 2019

SHOW DATE:

September 17 - 18, 2019

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 Price**. Orders without payment cannot be processed until payment is received and may be charged the **Regular Price**.

Method of Payment:

GES accepts American Express, MasterCard, Visa, Cheque and 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 **BANK WIRE TRANSFER FORM**, available upon request, and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank 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. Also, wire transfers can take 3 to 10 business days to be cleared. Ensure you leave enough time to receive the benefit of the discount. Orders are not processed until payment is received, this includes 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 a company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

Arrangements can be made for an exhibit house or other agent to manage exhibit & order services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements prior to start of move-in. In the event the authorized Third Party does not pay, the exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to invoice(s) **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.

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.

EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELEASE OF GOODS FROM THE SHOW FLOOR



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CREDIT CARD AUTHORIZATION FORM

SHOW NAME: **WCW Annual Conference & Exhibition**
SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE
DEADLINE DATE: **Tuesday, September 3, 2019**

EXHIBITOR INFORMATION

IMPORTANT - READ CAREFULLY

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ PROV/STATE: _____ CODE: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION BELOW IF:
- Paying by Credit Card for any service.
- Payment is being forwarded to GES in the form of a cheque.
- There is any possibility that additional service(s) will be ordered on-site.
- Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services will be required.

PLEASE COMPLETE THE FOLLOWING

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD EXPIRY DATE: _____
TYPE OF CARD ☐ PERSONAL ☐ CORPORATE CVV: _____

CARD #

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

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE/ZIP: _____

TELEPHONE: _____ FAX: _____

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

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature

Print Name & Title

Date



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THIRD PARTY BILLING AUTHORIZATION FORM

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CITY: _____ PROV/STATE: _____ CODE: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.

Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company'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

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD EXPIRY DATE: _____
TYPE OF CARD ☐ PERSONAL ☐ CORPORATE CVV: _____
CARD #

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

Third Party / Exhibit House

Name of Third Party / Exhibit House _____ Phone# _____ Fax # _____
Address _____ City _____ Prov / State _____ Code / Zip _____
Authorized Name (Print) _____ Authorized Signature _____

CREDIT CARD AUTHORIZATION

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD EXPIRY DATE: _____
TYPE OF CARD ☐ PERSONAL ☐ CORPORATE CVV: _____
CARD #

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

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

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature _____ Print Name & Title _____ Date _____



furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High
Starbase Table



30" Round / 18" High
Coffee Table



Spandex Cover for
40" High Cocktail
Table



4' and 6' Long
Skirted Counter
with White Vinyl Top



4', 6', or 8' Long
Skirted Table
with White Vinyl Top





furnishings



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



Easel

Gold Ballot Drum



Plexi Pocket
(Wall Mountable only,
not self-standing)



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

Bag Holder 41" H



Stanchions
6' Belt



Plastic
Wastebasket





FURNISHINGS ORDER FORM

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SHOW NAME: **WCW Annual Conference & Exhibition**
SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE
DEADLINE DATE: **Tuesday, September 3, 2019**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS COMPLETED
AND SUBMITTED WITH THIS FORM.**

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

FURNISHINGS

SKIRTED TABLES 30" HIGH

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY						
					QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL		
	GREY FABRIC SIDE CHAIR	\$46.00	\$64.50								
	GREY FABRIC COUNTER STOOL	\$100.50	\$141.00			4 FT LONG X 2 FT WIDE	\$94.00	\$132.00			
	GREY FABRIC ARM CHAIR	\$47.50	\$66.00			6 FT LONG X 2 FT WIDE	\$103.50	\$145.00			
	PLASTIC FOLDING CHAIR	\$28.00	\$39.50			8 FT LONG X 2 FT WIDE	\$112.00	\$156.50			
	COFFEE TABLE 18" HIGH ROUND	\$64.00	\$89.50			SKIRTED FOURTH SIDE	\$40.50	\$57.00			

SKIRTED COUNTER 42" HIGH

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE						
					QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL		
	STARBASE TABLE 30" ROUND 30" HIGH	\$83.50	\$117.00								
	COCKTAIL TABLE 30" ROUND 40" HIGH	\$101.00	\$141.50								
	22" X 28" CHROME SIGN HOLDER	\$54.50	\$76.50			4 FT LONG X 2 FT WIDE	\$107.50	\$150.50			
	EASEL	\$46.00	\$64.50			6 FT LONG X 2 FT WIDE	\$132.50	\$185.00			
	SMALL GOLD BALLOT DRUM	\$73.00	\$102.00			8 FT LONG X 2 FT WIDE	\$162.00	\$226.50			
	BAG HOLDER 40" HIGH	\$76.50	\$107.00			SKIRTED FOURTH SIDE	\$49.50	\$69.00			
	TAPE STANCHION (7')	\$47.00	\$66.00								

NON SKIRTED 30" HIGH TABLES (VINYL ONLY)

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT						
	GARMENT RACK ON WHEELS	\$52.00	\$73.00				\$62.50	\$88.00			

NON SKIRTED 42" HIGH TABLES (VINYL ONLY)

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT						
	WASTEBASKET	\$25.00	\$35.50				\$118.00	\$165.00			

CUSTOM BOOTH DRAPING

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY						
					QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL		
	SPANDEX COCKTAIL COVER	\$39.00	\$54.50								
	COLOUR: <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE										
	4' X 8' POSTERBOARD - GREY	\$95.50	\$134.00			3' HIGH (PER LINEAR FOOT)	\$7.50	\$10.50			
						8' HIGH (PER LINEAR FOOT)	\$9.00	\$12.50			

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM 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 EXCEPT AS NOTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SPECIALITY FURNISHINGS ORDER FORM

SHOW NAME: **WCW Annual Conference & Exhibition**

SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE

DEADLINE DATE:

Tuesday, September 3, 2019

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

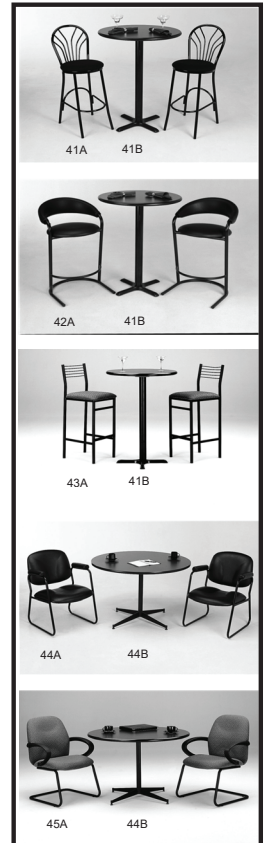
PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS COMPLETED
AND SUBMITTED WITH THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	Total
	41A (EFBS)	FANBACK STOOL	\$138.50	\$193.50	
	41B (FPEDT)	COCKTAIL TABLE 30" ROUND 40" HIGH	\$101.00	\$141.50	
	42A (EBLBS)	LEATHER BISTRO STOOL	\$163.00	\$228.00	
	43A (EGFBS)	FABRIC BISTRO STOOL	\$178.00	\$249.00	
	44B (EBMT)	42" MEETING TABLE	\$163.00	\$228.00	
	45A (EGFC)	LEATHER MEETING CHAIR	\$119.50	\$167.00	
	(EBLHC)	EXECUTIVE LEATHER HIGH BACK ROLLING CHAIR	\$158.00	\$221.00	
	(EBLS3)	BLACK LEATHER SOFA - 3 SEATER	\$271.50	\$380.00	
	(EBLS2)	LEATHER LOVESEAT - 2 SEATER <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$225.50	\$315.50	
	(EBLS1)	LEATHER SOFA CHAIR - 1 SEAT <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$177.00	\$247.50	
	(ECTC3)	LONG COFFEE TABLE <input type="checkbox"/> BLACK <input type="checkbox"/> CREAM <input type="checkbox"/> WHITE	\$78.00	\$109.50	
	(EETC3)	END TABLE SQUARE <input type="checkbox"/> BLACK <input type="checkbox"/> CREAM <input type="checkbox"/> WHITE	\$54.50	\$76.50	
	(FLR)	LITERATURE RACK	\$107.50	\$150.50	
	(FMISC)	SPANDEX COCKTAIL COVER <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE	\$39.00	\$54.50	
	(FMISC)	ROLLING TV STAND	\$184.00	\$257.50	
	(FMISC)	TELEVISION - AVAILABLE UPON REQUEST			



TERMS AND CONDITIONS

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- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM 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 CUSOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL

GST 5%

TOTAL

**INCLUDE TOTAL FROM THIS PAGE
ON ORDER CHECKLIST SHEET**

SIGNATURE

DATE



6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

CARPET ORDER FORMSHOW NAME: **WCW Annual Conference & Exhibition**SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE

DEADLINE DATE:

Tuesday, September 3, 2019

EXHIBITOR INFORMATION**CREDIT CARD AUTHORIZATION**

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM.

ALL ORDERS MUST BE PREPAID IN FULL**(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)****BOOTH CARPET - STANDARD SIZE**

PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.
EXHIBITORS ORDERING MULTIPLE PIECES OF CARPET IN THIS SECTION MAY NOT RECEIVE THE SAME DYELOT.

QTY.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	10 X 10 INLINE	\$181.00	\$253.00	
	10 X 20 INLINE	\$362.50	\$507.00	
	10 X 30 INLINE (STRAIGHT LINE)	\$531.50	\$744.00	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				

BOOTH CARPET - CUSTOM SIZE

IF YOUR BOOTH REQUIRES A SIZE NOT LISTED ABOVE, PLEASE COMPLETE THIS SECTION.

PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.

BOOTH SIZE: _____ FT. X _____ FT. = _____ SQ. FT.	\$1.77	\$2.53	
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.)

BOOTH SIZE: _____ FT. X _____ FT. = _____ SQ. FT.	\$1.19	\$1.71	
---	--------	--------	--

PROTECTIVE PLASTIC COVERING - PRICE PER SQ. FT. INSTALLED (STANDARD SIZES ONLY) - PRICING IS FOR INSTALLATION ONLY. EXHIBITOR IS RESPONSIBLE FOR REMOVAL.

BOOTH SIZE: _____ FT. X _____ FT. = _____ SQ. FT.	\$0.27	\$0.38	
---	--------	--------	--

PLEASE SELECT ONE FOR STANDARD OR CUSTOM SIZE CARPETS

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

☐ YES☐ NO**TERMS AND CONDITIONS**

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- 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

Save time by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL

GST 5%

TOTAL

**INCLUDE TOTAL FROM THIS PAGE ON
ORDER CHECKLIST SHEET**

SIGNATURE

DATE



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BOOTH CLEANING ORDER FORM

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CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM.

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

PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.

INITIAL CLEANING SERVICES	DAILY CLEANING SERVICES	ADDITIONAL CLEANING SERVICES
COMPLETED EVENING PRIOR TO SHOW OPENING	COMPLETED PRIOR TO SHOW OPENING AND EVERY NIGHT AT SHOW CLOSE DURING THE DURATION OF THE SHOW	COMPLETED UPON REQUEST
CARPETS VACUUMED WASTEBASKETS EMPTIED	CARPETS VACUUMED WASTEBASKETS EMPTIED	FOR CARPET IN NEED OF SPECIAL ATTENTION DUE TO FOOD SAMPLING, DEMONSTRATIONS, HAIR, WOOD, METAL SHAVINGS, GREASE OR PAINT.

RATES / SQ.FT.		RATES / SQ.FT.			RATES / SQ.FT.	
DISCOUNT PRICE	REGULAR PRICE	BOOTH SQ. FT	DISCOUNT PRICE	REGULAR PRICE	DISCOUNT PRICE	REGULAR PRICE
\$0.43	\$0.60	50 - 600 SQ.FT.	\$0.61	\$0.81	CALL FOR QUOTATION	N/A
		601 - 1000 SQ.FT.	\$0.49	\$0.68		
		OVER 1000 SQ.FT.	\$0.41	\$0.57		

SELECT SERVICE REQUIRED:	<input type="checkbox"/> Initial Cleaning	<input type="checkbox"/> Daily Cleaning	<input type="checkbox"/> Additional Services
	_____ @ _____ = _____ Total Sq.Ft. of Booth Price per sq.ft. Total		

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- NO CANCELLATIONS AFTER MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS ARE GOVERNED BY GES LIMITS OF LIABILITY AND RESPONSIBILITY.

Save time by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



10' x 10' Exhibit Rentals

STANDARD



ITEM #GEM001

Model 1

ENHANCED



ITEM #GEM002

Model 2



ITEM #GEM003

Model 3



Choice of coloured infill panels



Black Grey White

Choice of carpet colour



Black Grey Red Blue

To upgrade with graphics,

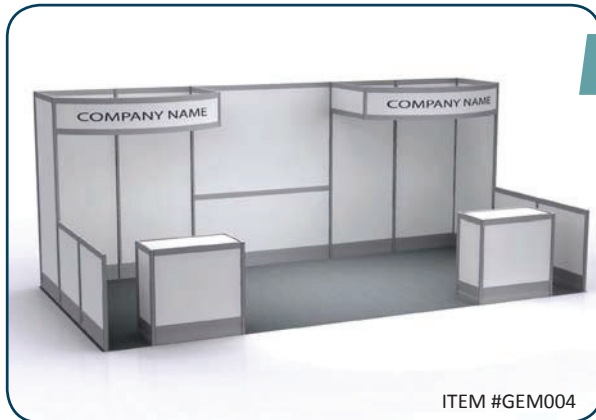
contact our Exhibitor
Services team: 780.469.7767

edmonton@ges.com



10' x 20' Exhibit Rentals

STANDARD



ITEM #GEM004

Model 4

ENHANCED



ITEM #GEM005

Model 5



ITEM #GEM006

Model 6



Choice of coloured infill panels



Black Grey White

Choice of carpet colour



Black Grey Red Blue

To upgrade with graphics,
contact our Exhibitor
Services team: 780.469.7767
edmonton@ges.com



MODULAR EXHIBIT SYSTEM ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **WCW Annual Conference & Exhibition**
SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE
DEADLINE DATE: **Tuesday, September 3, 2019**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED WITH
THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

MODEL NUMBER 10'x10'	DISCOUNT PRICE	REGULAR PRICE	MODEL NUMBER 10'x20'	DISCOUNT PRICE	REGULAR PRICE
GEM001	\$1,278.50	\$1,789.50	GEM004	\$1,898.00	\$2,657.00
GEM002	\$1,428.50	\$1,999.50	GEM005	\$2,111.00	\$2,955.00
GEM003	\$1,386.00	\$1,940.50	GEM006	\$2,065.50	\$2,891.50

Package Includes : Installation & Dismantling, Carpet, & Choice of Panel Colour (Models 1, 2, 4 & 5 also include Header Signs)

PACKAGE DOES NOT INCLUDE: Cleaning, Light Fixtures or Electrical Outlets

PLEASE COMPLETE THE FOLLOWING:

Model Number _____

Upgrade options available. Contact Exhibitor Services.

INFILL PANEL COLOUR:

☐

BLACK

☐

WHITE

CARPET COLOUR:

☐

BLACK

☐

GREY

☐

BLUE

☐

RED

Panel & carpet colours subject to availability

MODELS 1, 2, OR 5 IDENTIFICATION SIGN TO READ: _____

MODEL 4 IDENTIFICATION SIGN TO READ: LEFT: _____ RIGHT: _____

INDICATE DATE & TIME FOR ARRIVAL: _____

☐

CUSTOM HEADER TO BE ADDED

CUSTOM HEADER SIGNS/LOGOS WILL BE CHARGED \$100.00 EXTRA PER SIGN

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

TERMS AND 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 REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN 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 MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.

CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

MODULAR EXHIBIT SYSTEM ACCESSORIES ORDER FORM

SHOW NAME: **WCW Annual Conference & Exhibition**

SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE

DEADLINE DATE:

Tuesday, September 3, 2019

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED WITH
THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL				
	1	Pedestal 20"L x 20"W 28"H OR 36"H	\$106.00	\$148.00		<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>
	2	Pedestal 40"L x 40"W	\$529.50	\$741.00					
	3	Storage Counter 40"L X 20"W X 40"H	\$154.00	\$215.50					
	4	Storage Counter 80"L x 20"W x 40"H	\$314.50	\$440.50					
	5	Curved Counter 60"L x 20"W x 40"H	\$216.00	\$302.50					
	6	99A Showcase 40"L x 20"W x 40"H	\$216.00	\$302.50					
	7	99B Showcase 40"L x 20"W x 40"H	\$220.00	\$308.00					
	8	99C Showcase 26"L x 26"W x 96"H	\$318.50	\$446.00					
	9	99D Showcase 40"L x 20"W x 96"H	\$450.50	\$630.50					
QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL	<div>5</div>	<div>6</div>	<div>7</div>	<div>8</div>
	A	Waterfall with Eight Balls	\$20.25	\$28.00					
	B	Grid Panels - 38" W x 44"H Panels	\$141.50	\$198.00					
	C	Garment Rail 39"W	\$55.00	\$77.00					
	D	Shelves, Flat or Angled 40"L x 12"W	\$46.00	\$64.50					
	E	Slatwall Panels - 37"W x 96"H White	\$127.50	\$178.50					
ADDITIONAL ITEMS NOT SHOWN						<div>9</div>	<div>A</div>	<div>B</div>	<div>C</div>
		Ballot Bin - 20"L X 20"W X 40"H	\$132.50	\$185.50					
		Computer Counter	\$174.00	\$243.50					
						<div>D</div>	<div>E</div>	<div>1</div>	
						Please attach diagram of booth indicating locations for grid panels and / or slatwall. Grid panels CANNOT be installed in corners.			

TERMS AND CONDITIONS

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact our office: 780.469.7767 or email: edmonton@ges.com

Please upload files to: <https://file.ges.com/>
(file must be eps, ai, pdf or psd: fonts must be supplied or converted to outlines)



6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

**GRAPHICS
ORDER FORM****SHOW NAME:** **WCW Annual Conference & Exhibition****SHOW DATE:** **September 17 - 18, 2019****DISCOUNT PRICE****DEADLINE DATE:** **Tuesday, September 3, 2019****EXHIBITOR INFORMATION****CREDIT CARD AUTHORIZATION****BOOTH #:** _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED
WITH THIS FORM**

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**CUSTOM GRAPHICS****STANDARD SIGN PRICE LIST**

We offer the following services:	QTY	SIGN SIZES	DISCOUNT PRICE	REGULAR PRICE
Vinyl banners single / double sided		8" W x 11" H	\$15.00	\$21.00
Backlit graphics for lightboxes and display cases		44" W x 7" H	\$87.50	\$122.50
		22" x 28"	\$118.50	\$166.00
Overlay graphics / custom fit		38" x 84" Vertical Sign w/ feet	\$545.00	\$763.00
Printing on unique materials		28" x 44"	\$152.50	\$213.00
Double sided applications		40" x 60"	\$286.00	\$400.50
Carpet / floor decals		Design Work / Hour	\$76.50	\$107.50
Custom pop-up banner displays		Pop-Up Banner Stand w/Case	Call or email for pricing & availability	

PLEASE UPLOAD ARTWORK HERE: <https://file.ges.com/>

Enter edmonton@ges.com in the "Recipient Email Address" field. **PLEASE INCLUDE:** Company name, event name, and booth number under "Comments."

If you do not have a print file to submit, please write the text and description for your sign order below*ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK****Custom sizes available - Call or email for info and pricing!****TERMS AND CONDITIONS**

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

THERE ARE NO REFUNDS / EXCHANGES ON SIGNS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

Please ensure artwork is high-res PDF or EPS formatSave time by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL**GST 5%****TOTAL**

**INCLUDE TOTAL FROM THIS
PAGE ON ORDER CHECKLIST
SHEET**

SIGNATURE

DATE



LABOUR SERVICE ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **WCW Annual Conference & Exhibition**
SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE
DEADLINE DATE: **Tuesday, September 3, 2019**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED FINAL
UNTIL CREDIT CARD AUTHORIZATION
FORM IS COMPLETED AND SUBMITTED
WITH THIS FORM**

LABOUR INSTALLATION AND DISMANTLING

LABOUR RATES ARE CHARGED PER PERSON AT A MINIMUM CHARGE OF ONE HOUR. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.

Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday - Friday 8:00am-4:00pm	\$ 82.00
LINOT	LOOT	Over Time Monday - Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$ 123.00

A 40% surcharge applies to orders placed on-site or after the DISCOUNT DEADLINE

*Overtime rates apply to stat holidays

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

INSTALLATION

Set up Drawings or Photos Attached: ☐ YES ☐ NO

Carrier: _____ Delivery Date/Time: _____
(indicate AM or PM)

SUPERVISION

By Exhibitor ☐ Provide Name of Rep: _____
(Exhibitor **MUST** be Present to Supervise)

☐ By GES (30% Surcharge Applies)

(Exhibitor Does *not* have to be present). Diagram / instructions
must be provided by exhibitor prior to set-up

Date/Time Labour Required: _____

Times will be estimates only and are contingent upon availability of staff

Number of People Required: X Hours Per Person = Total Hours

DISMANTLING

Carrier: _____ Delivery Date/Time: _____
(indicate AM or PM)

SUPERVISION

By Exhibitor ☐ Provide Name of Rep: _____
(Exhibitor **MUST** be Present to Supervise)

☐ By GES (30% Surcharge Applies)

(Exhibitor Does *not* have to be present). Diagram / instructions
must be provided by exhibitor prior to set-up

Date/Time Labour Required: _____

Times will be estimates only and are contingent upon availability of staff

Number of People Required: X Hours Per Person = Total Hours

TERMS AND 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 AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.

UNCANCELLED LABOUR WILL BE CHARGED A MINIMUM FEE OF 1 HOUR PER PERSON.

GES LIMITS OF LIABILITY APPLY

Save time by ordering online at www.ges.com/ca

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



MATERIAL HANDLING ORDER FORM

6292 - 50 Street NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **WCW Annual Conference & Exhibition**
SHOW DATE: **September 17 - 18, 2019**

Tuesday, September 3, 2019

EXHIBITOR INFORMATION

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ ROV/STATE: _____ CODE: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL UNTIL
CREDIT CARD AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED WITH THIS FORM

**A 25% SURCHARGE WILL APPLY TO ALL
ORDERS PLACED AFTER THE DEADLINE DATE**

ONSITE MATERIAL HANDLING

Date: **DURING MOVE-IN DAY(S) ONLY**
Tuesday September 17, 2019

RECEIVE SHIPMENT UP TO 1 DAY PRIOR N EXHIBITOR MOVE IN DAY(S)

DELIVERY OF SHIPMENT FROM SHIPPING AREA TO BOOTH

REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA

RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING

RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER

☐ \$ 63.00 per hundred pounds **\$126.00** min. charge

Weight: _____ @ \$ 63.00 /cwt

Carrier Name: _____ # of pcs: _____

Bill of Lading #:

ADVANCED MATERIAL HANDLING

Starting **Friday, August 16, 2019**
Deadline: **Monday September 16, 2019**

RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE

DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE

FIRST PRIORITY UNLOADING STATUS

REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA

RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING

RELOADING OF SHIPMENT FROM BOOTH TO EXH ARRANGED CARRIER

☐ \$ 80.00 per hundred pounds **\$ 160.00** min. charge

Weight: _____ @ \$ 80.00 /cwt

Carrier Name: _____ # of pcs: _____

Bill of Lading #:

SMALL PACKAGES: (Maximum 50 lbs / Shipment)

- Rate of: **\$42.00** for the First Package

- Rate of: **\$11.00** for each additional package(s) (in the same shipment) to a 50lb. Maximum

if shipment is over 50lbs, rates for advance or direct will apply.

SPECIAL HANDLING: (40% Surcharge Applies to the Entire Shipment)

- Shipments of loose, padded or uncrated materials.
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading, shipments that need to be broken down.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.
- Shipments arriving outside of target dates.
- Services ordered after the deadline date.

DIRECT-TO-SITE LABELLING

WCW Annual Conference & Exhibition
NAME OF EXHIBITING COMPANY - BOOTH #
C/O GES CANADA
9797 JASPER AVENUE
EDMONTON, AB T5J 1N9

ADVANCED WAREHOUSE LABELLING

WCW Annual Conference & Exhibition
NAME OF EXHIBITING COMPANY - BOOTH #
C/O GES CANADA
6292 - 50 STREET NW
EDMONTON, AB T6B 2N7

TERMS AND CONDITIONS

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SIGNATURE

DATE

SUBTOTAL

For Office Use Only

☐ 25% Late Order Surcharge

☐ 25% Cancellation Fee

Adjusted Subtotal

GST 5%

TOTAL

INCLUDE TOTAL FROM THIS PAGE ON ORDER
CHECKLIST SHEET



6292 - 50 Street Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

POST SHOW STORAGE

SHOW NAME: **WCW Annual Conference & Exhibition**

SHOW DATE: **September 17 - 18, 2019**

DISCOUNT PRICE

DEADLINE DATE:

Tuesday, September 3, 2019

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED
FINAL UNTIL CREDIT CARD
AUTHORIZATION FORM IS
COMPLETED AND SUBMITTED WITH
THIS FORM

FREIGHT INFORMATION

Carrier Name: _____

of Pieces: _____

TOTAL WEIGHT

COST

NOTES

<input type="checkbox"/>	001 - 600 lbs	\$249.00
<input type="checkbox"/>	601 - 1200 lbs	\$501.00
<input type="checkbox"/>	1201+ lbs	\$724.50

TERMS AND 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 REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN 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 MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.

CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SIGNATURE

DATE

SUBTOTAL

For Office Use Only

- ☐ 25% Late Order Surcharge
☐ 25% Cancellation Fee

Adjusted Subtotal

GST 5%

TOTAL

INCLUDE TOTAL FROM THIS PAGE ON ORDER
CHECKLIST SHEET

ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW: WCW Annual Conference & Exhibition

FACILITY: Shaw Conference Centre

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

ADVANCE WAREHOUSE ADDRESS	GES Canada 6292 50 St. Edmonton, AB T6J 2N7
--	--

CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER **OF** **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

Monday September 16, 2019

BETWEEN 9AM AND 4PM MONDAY - FRIDAY

DIRECT TO SHOW SITE SHIPPING LABEL

NAME OF SHOW: WCW Annual Conference & Exhibition

FACILITY: Shaw Conference Centre

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

**SHOWSITE
ADDRESS**

Shaw Conference Centre
9797 Jasper Avenue
Edmonton, AB
T5J 1N9

CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER **OF** **PIECES**

DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:

Tuesday September 17, 2019



GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods prior to end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - 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.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Service centre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Service centre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Customs & Brokerage Fees

GES is not responsible for the brokerage fees, duty or GST resulting from exhibitor materials entering Canada from another country. GES is not responsible for any delays in delivery of exhibitor materials to show site or the advance warehouse due to Canada Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES negligence.
 - **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.
- GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage was not caused by



GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

What is material handling?

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

What types of material handling do you offer?

Depending on the show and facility, we can provide:

Advanced Show Storage

(you schedule your carrier to ship to our warehouse ahead of time and we bring your shipment to showsite and deliver it to your booth prior to your arrival)

Direct to Showsite

(you schedule your carrier to deliver directly to the showsite and we handle the unloading of your carrier and deliver your shipment to your booth. This service is not available at all venues. Please contact us for confirmation)

Post Show Storage

(we bring your shipment from showsite back to our warehouse where you can schedule your carrier to come pick it up)

Advanced Show Storage

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Contact your shipper of choice to schedule the shipment.
- Complete the Advanced show storage material handling order form.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.

Direct to Showsite Shipping

How to Ship to Exhibit Site

- Consign all shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Post Show Storage

Benefits of Post Show Shipping to the GES Warehouse

- Storage of materials for up to 3 business days after show close date.
- Scheduling carriers to pick up on a weekend or late night show tear out can be difficult
- Some convention centres and hotels do not have facilities for storing freight if it can't be picked up that night.
- Peace of mind knowing your shipment has been collected.
- Avoid forced freight charges.

How to ship Post Show to the GES Warehouse

- Complete the Post show storage material handling order form and send in before show.
- Remove all old shipping and empty storage labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- Contact your carrier to pick up from GES Warehouse within 3 business days of show closing.



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, including second-day and deferred

Want to find out more?

Call our office at 780.469.7767 or email edmonton@ges.com and let GES take care of your logistics needs from start to finish.



TRANSPORTATION ORDER FORM

SHOW NAME: **WCW Annual Conference & Exhibition**

SHOW DATE: **September 17 - 18, 2019**

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 877.505.7767 Fax: 877.469.1619 www.ges.com/ca edmonton@ges.com

SHIPPER INFORMATION

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

I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE: ☐ YES ☐ NO

DESTINATION

SHOW NAME:		FACILITY:	
ONSITE CONTACT:		ADDRESS:	
PHONE:	BOOTH #	CITY	PROV/STATE
DELIVERY DATE:	DELIVERY TIME	POSTAL / ZIP CODE	

PLEASE INDICATE SERVICE REQUIRED

☐ ONE WAY ☐ ROUND TRIP ☐ REGULAR GROUND ☐ EXPEDITED GROUND

ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS

TOTAL # 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 ____ "	
	H ____ " x W ____ " x L ____ "	
	H ____ " x W ____ " x L ____ "	
TOTAL# OF PIECES	TOTAL WEIGHT	

RELEASE SIGNATURE: X
To Authorize Delivery Without Obtaining Signature

DECLARED VALUE: \$

TERMS AND 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 exhibitor's material after the 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 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 per item, or \$1000.00 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 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 shipper) of the terms and conditions set forth.

Notes:

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS

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