

Show Information

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

Edmonton WestJet Travel Trade Expo

Edmonton Expo Centre - Ballroom

May 1, 2019

Discount Deadline Date:

April 17, 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:	Starting size: 8' x 10' (sizes vary)	Standard Booth Package Includes:	8' black backwall, 3' black sidewall, 1 - 6' black skirted table, 2 padded chairs, booth ID sign
Backwall Drape:	Black		
Sidewall Drape:	Black		
Booth Carpet Colour:	TBD		

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

Discount Deadline Date: April 17, 2019

GES Orders must be received **with payment** by this date.

Advance Warehouse Receiving Dates: April 15, 2019

April 26, 2019

Exhibitor Move In Dates: May 1, 2019

@ 12 PM

GES On-Site Service Desk Dates: GES on site from 12 PM until 5 PM on May 1, 2019

Show Open Dates: May 1, 2019 5:30 PM - 8:00 PM

Exhibitor Move Out Dates: May 1, 2019 8 PM - 12 AM

Carrier Check-in Post Show: May 1, 2019

10 PM

Facility must be clear by: May 1, 2019

12 - Midnight

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

Advance Shipments to Warehouse Address:

GES/Edmonton WestJet Travel Expo
(Company Name & Booth #)
6292 - 50th St NW
Edmonton, AB
T6B 2N7

Shipments should arrive on or between:

April 15, 2019

until April 26, 2019

Warehouse receiving hours are:

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

The warehouse is closed on weekends and holidays.

Direct Shipments to Showsite Address:

Edmonton Expo Centre
c/o GES/Edmonton WestJet Travel Expo
(Company Name & Booth #)
7515 118 Ave NW
Edmonton, AB
T5B 4X5

Direct to Showsite Receiving Dates:

May 1, 2019

Shipments to begin arriving at: 10 AM

Receiving dock closes at: 4 PM

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:
 No Yes – Please return Third Party Billing Request Form

Method of Payment
 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

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

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



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

<p>Beneficiary's Name: Bank Name: Address:</p>	<p>GES Canada Limited Bank of Montreal 350 – 7th Avenue SW Calgary, AB T2P 3N9</p>	<p>Beneficiary's Name: Bank Name: Address:</p>
<p>If you are sending Canadian Dollars (\$CDN)</p> <p>↓</p>	<p>EFT/Direct Deposit</p>	<p>If you are sending American Dollars (\$US)</p> <p>↓</p>
<p>Institution code #: 001 Transit #: 00109 Account #: 1967-990</p>		<p>Institution code #: 001 Transit #: 00109 Account #: 4773-410</p>
Wire Transfers		
<p>Account #: 1967-990 Beneficiary's Bank: //CC000100109 Swift Code: BOFMCAM2</p>		<p>Account #: 4773-410 Beneficiary's Bank: //CC000100109 Intermediary bank: Wells Fargo Bank (FKA Wachovia) Swift Code: PNBPUS3NNYC</p>
Routing / BIC / NCC / BSC or ABA Number: 026005092		
Invoice Amount: _____		Date of Transfer: _____
<p>*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)</p> <p>Total: _____</p>		

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 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.



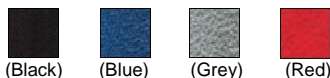
Easy Ordering Tips:

- 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/>



Furnishings Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

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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/>



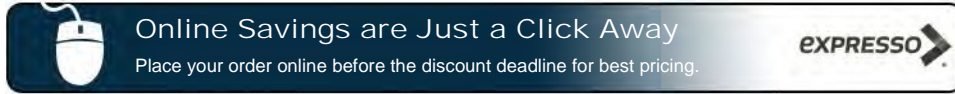
Furnishings Order Form

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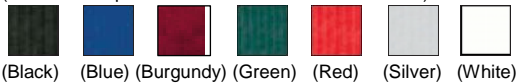
Easy Ordering Tips:

- 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

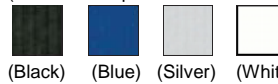
(Black will be provided if no color is indicated below)



(Black) (Blue) (Burgundy) (Green) (Red) (Silver) (White)

Counter Skirt Color Options

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



(Black) (Blue) (Silver) (White)

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 _____
 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 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/>




Specialty Furniture 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.
- 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

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

SPE010	Fabric Dining Chair	100.00	140.00		5.00	\$
SPE012	White Fabric Tub Chair	184.00	258.00		5.00	\$

Stools

SPE019	White Pump Stool	131.00	183.00		5.00	\$
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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: Items cancelled will be charged 100% of original price after move-in begins.

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



Graphics Order Form

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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	\$

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

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



In-Booth Forklift Order Form

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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:

- 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

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: 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.

Edmonton WestJet Travel Trade Expo
 Edmonton Expo Centre - Ballroom
 May 1, 2019

Discount Deadline Date:
 April 17, 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)			
	Crated	Special Handling	Uncrated
Direct Shipment to Show Site (200 lbs. minimum per shipment)			

Material Handling is paid for by Show Management. Please fill out this form if you require this service for tracking purposes.

Advance Shipments to Warehouse Dates:

April 15, 2019 : Advance shipments may begin arriving at warehouse.
 April 26, 2019 : Last day for shipments to arrive at warehouse.

Direct Shipments to Show Site Dates:

May 1, 2019 : Direct shipments may begin arriving at exhibit site after 10 AM @ 12 PM : Last day for shipments to arrive at exhibit site by 4 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

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

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.

D	RUSH!
	EXHIBITION FREIGHT

FROM:

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Edmonton WestJet Travel Trade Expo

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
 Edmonton Expo Centre
 c/o GES/Edmonton WestJet Travel Expo
 (Company Name & Booth #)
 7515 118 Ave NW
 Edmonton, AB
 T5B 4X5

Shipment Should Arrive on or Between:

May 1, 2019 until @ 12 PM

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



DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Edmonton WestJet Travel Trade Expo

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
 Edmonton Expo Centre
 c/o GES/Edmonton WestJet Travel Expo
 (Company Name & Booth #)
 7515 118 Ave NW
 Edmonton, AB
 T5B 4X5

Shipment Should Arrive on or Between:

May 1, 2019 until @ 12 PM

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

Edmonton WestJet Travel Trade Expo

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
GES/Edmonton WestJet Travel Expo
(Company Name & Booth #)
6292 - 50th St NW
Edmonton, AB
T6B 2N7

Shipment Should Arrive on or Between:

April 15, 2019 until April 26, 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

Edmonton WestJet Travel Trade Expo

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
GES/Edmonton WestJet Travel Expo
(Company Name & Booth #)
6292 - 50th St NW
Edmonton, AB
T6B 2N7

Shipment Should Arrive on or Between:

April 15, 2019 until April 26, 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

From your door - to the floor - and back

Any Location. Any Mode. Any Service Level.

Allow the GES Logistics team to skillfully and efficiently manage the shipping and logistics process for you. As an industry leader, GES is committed to providing high level service while maintaining competitive rates and to providing an expert team you can rely on.

Consider these advantages:

- All-inclusive service: pick-up, warehousing, delivery, storage & outbound service.
- Advance Warehousing guarantees your shipment will arrive on-site, on time.
- Priority delivery ensures that your freight is delivered first.
- Various service options: round-trip, advance warehousing only, outbound shipping only.
- Various transport options: time-critical, expedited, international air and more.
- Eliminate additional fees charged by some carriers for trade show deliveries.
- Avoid long wait times at the docks. Maximize your set-up time.
- GES Logistics reps are on-site and at your service throughout the event.

From the beginning of move-in, throughout the event and until your last shipment leaves the show floor.

GES is the one-source solution for all of your Logistics needs.



Contact GES Customs & Logistics today at CanadaWestLogistics@ges.com or 1.877.427.4247

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.

Edmonton WestJet Travel Trade Expo

Edmonton Expo Centre - Ballroom

May 1, 2019

Discount Deadline Date:

April 17, 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="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

_____ Date

Authorized Name - Please Print

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





customs



GES Customs Services*

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

Reliable and Efficient Service

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

Value Added Service

- Save time and money by making fewer calls

Personalized Service

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

On-Site Representation

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

Simplified Ordering

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

- Online: www.ges.com/ca
- Email: CanadaWestLogistics@ges.com
- Phone: 905.283.0500 or Toll-Free 1.877.437.4247

** Customs Brokerage services provided by North American Logistics Services Inc.*



CUSTOMS ORDER FORM

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

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

Section 1: Customer Information

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

Section 2: Shipment Information

BOOTH NAME: _____		BOOTH #: _____	
VENUE NAME: The International Centre		EVENT NAME: WestJet Travel Trade Expo	
SHIPMENT DATE: _____	SHIPPING FROM (CITY): _____	# CARTONS/CRATES/ETC: _____	
CARRIER NAME: <input type="checkbox"/> GES <input type="checkbox"/> OTHER: _____	ESTIMATED TOTAL WEIGHT: _____		<input type="checkbox"/> LBS. <input type="checkbox"/> KGS.
ON-SITE CONTACT: _____	PHONE: _____	E-MAIL: _____	

Section 3: Return Shipment Consignment Information

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

Section 4: Billing & Payment Information

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

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.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to the exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loose, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

NORTH AMERICAN LOGISTICS SERVICES INC.

*Customs Brokerage services provided by North American Logistics Services Inc.

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

Signature

Date

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p>
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<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises U. S. A.</p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
---	--

<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
---	--

<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p>	<p>10 Currency of Settlement / Devises du paiement USD</p>
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11. No. of Pkgs. / Nbre. de colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	Relacement Value / Valeur de Remplacement	
			14. Unit Price / Prix Unitaire	15. Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$ 1,000.00	\$ 3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00

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

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

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

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

Limits of Liability and Responsibility

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

Edmonton WestJet Travel Trade Expo

Edmonton Expo Centre - Ballroom

May 1, 2019

Discount Deadline Date:

April 17, 2019

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.