

Show Information

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

Calgary WestJet Travel Trade Expo
Westin Airport YYC
May 2, 2019

Discount Deadline Date:
April 18, 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:
Backwall Drape:	Black	8' black backwall, 3' black sidewall, 1 - 6' black skirted table, 2 padded chairs, booth ID sign
Sidewall Drape:	Black	
Booth Carpet Colour:	Venue carpeted	
Aisle Carpet Colour:	Venue carpeted	

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

Discount Deadline Date: April 18, 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 2, 2019

@ 12 PM

GES On-Site Service Desk Dates: GES on site from 12 PM until 5 PM, May 2, 2019

Show Open Dates: May 2, 2019 5:30 PM - 8:00 PM

Exhibitor Move Out Dates: May 2, 2019 8 PM - 12 AM

Carrier Check-in Post Show: May 2, 2019

10 PM

Facility must be clear by: May 2, 2019

12 - Midnight

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

Advance Shipments to Warehouse Address:

GES/WestJet Calgary Trade Expo
(Company Name & Booth #)
#25, 5805 - 76th Ave SE
Calgary, AB
T2C 5L8

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:

c/o GES/WestJet Calgary Trade Expo
Westin Calgary Airport
671 Aero Drive NE
Calgary, AB
T2E 7Y5

Direct to Showsite Receiving Dates:

May 2, 2019

Shipments to begin arriving at: 10 AM

Receiving dock closes at: 4 PM

Payment and Credit Card Authorization

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April 18, 2019

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: <input type="checkbox"/> No <input type="checkbox"/> Yes – Please return Third Party Billing Request Form					
Method of Payment <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT/Wire Transfer <input type="checkbox"/> 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		<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card		
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>					<div>MM/YY</div>		<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card		
							<input type="checkbox"/> 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	<div>X</div>
	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/>



Third Party Billing Form

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

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May 2, 2019

Discount Deadline Date:

April 18, 2019

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

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

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

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Exhibit Systems	<input type="checkbox"/> GES Logistics	<input type="checkbox"/> I & D Labor	<input type="checkbox"/> Forklift Labor	<input type="checkbox"/> Material Handling
<input type="checkbox"/> Rental Carpet	<input type="checkbox"/> Rental Furniture	<input type="checkbox"/> Signs			
<input type="checkbox"/> Other (Please Specify) _____					

Step 3. Provide the Third Party contact information

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

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

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

Cardholder Name - Please Print _____

Billing Address _____

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

Method of Payment

☐ Credit Card ☐ EFT/Wire Transfer ☐ Cheque

Account Number

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Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have
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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

Beneficiary's Name:

Bank Name:

Address:

GES Canada Limited

Bank of Montreal

350 – 7th Avenue SW

Calgary, AB

T2P 3N9

If you are sending
Canadian Dollars (\$CDN)

EFT/Direct Deposit

If you are sending
American Dollars (\$US)

Institution code #: 001
Transit #: 00109
Account #: 1967-990

Institution code #: 001
Transit #: 00109
Account #: 4773-410

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____

Date of Transfer: _____

*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note: Please ensure transfer is made by the deadline date on your Order Form or Quotation.

Additional charges will be incurred for late payments, and services may be delayed.

*Minimum Bank Charges as shown above, reflect GES's bank charges only.

Any additional wire transfer and EFT fees are the exhibitor's responsibility.

Carpet Order Form

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Calgary WestJet Travel Trade Expo
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Discount Deadline Date:

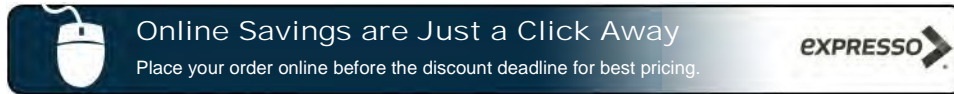
April 18, 2019

Company Name

Email

Phone Number

Booth Number



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)



(Black)



(Blue)



(Grey)



(Red)

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

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

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

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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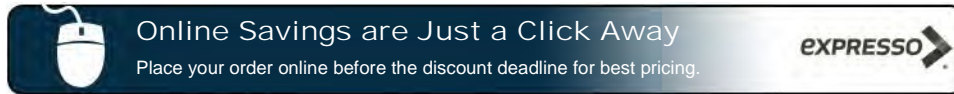
April 18, 2019

Company Name

Email

Phone Number

Booth Number



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

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have
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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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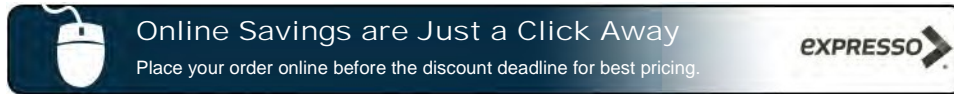
April 18, 2019

Company Name

Email

Phone Number

Booth Number



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

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

Authorized Name - Please Print

Date

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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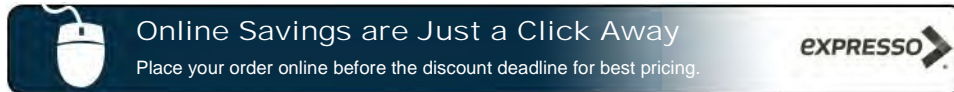
April 18, 2019

Company Name

Email

Phone Number

Booth Number



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

X

Authorized Signature

Authorized Name - Please Print

Date

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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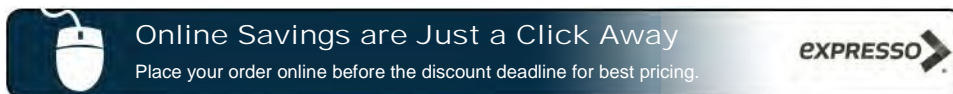
April 18, 2019

Company Name

Email

Phone Number

Booth Number



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

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

Calgary WestJet Travel Trade Expo
Westin Airport YYC
May 2, 2019

Discount Deadline Date:

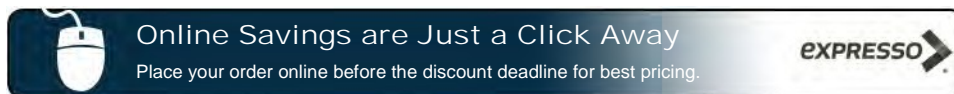
April 18, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

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

Graphics and Signage

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

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

Please
Sign

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/>



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.

Calgary WestJet Travel Trade Expo
Westin Airport YYC
May 2, 2019

Discount Deadline Date:

April 18, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

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



Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

	Crated	Special Handling	
Advance Shipment to Warehouse (200 lbs. minimum per shipment)	\$72.50 cwt	\$94.50 cwt	
	Crated	Special Handling	Uncrated
Direct Shipment to Show Site (200 lbs. minimum per shipment)	\$56.50 cwt	\$73.50 cwt	\$90.50 cwt

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 2, 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 .

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



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

Step 2. Estimate Order

Material Handling

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

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

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

Shipment will be sent to: ☐ Show Site ☐ Advance Warehouse

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

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

Please Sign

X

Authorized Signature

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

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:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Calgary WestJet Travel Trade Expo

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
c/o GES/WestJet Calgary Trade Expo
Westin Calgary Airport
671 Aero Drive NE
Calgary, AB
T2E 7Y5

Shipment Should Arrive on or Between:

May 2, 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



D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Calgary WestJet Travel Trade Expo

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
c/o GES/WestJet Calgary Trade Expo
Westin Calgary Airport
671 Aero Drive NE
Calgary, AB
T2E 7Y5

Shipment Should Arrive on or Between:

May 2, 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.

A	RUSH!
	EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Calgary WestJet Travel Trade Expo

Name of Exhibition

042600669

BOOTH NUMBER

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

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



A	RUSH!
	EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Calgary WestJet Travel Trade Expo

Name of Exhibition

042600669

BOOTH NUMBER

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

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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



GES LOGISTICS & SHIPPING

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.

Calgary WestJet Travel Trade Expo

Westin Airport YYC

May 2, 2019

Discount Deadline Date:

April 18, 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"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express	

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	<input checked="" type="checkbox"/>
Authorized Signature	_____
Authorized Name - Please Print	_____
Date	_____

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



Local Cartage/Post Show Service Order Form

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

Calgary WestJet Travel Trade Expo
Westin Airport YYC
May 2, 2019

Discount Deadline Date:

April 18, 2019



Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

	Crated	Special Handling
Local Cartage/Post Show Service (300 lbs. minimum per shipment)	\$69.00 cwt	\$89.75 cwt

Shipment **MUST** be picked up by:

DDD, MMM DD, YYYY

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

Pieces	Description	Dimensions (in inches):	Est. Weight
	Cartons (cardboard)	H _____ x W _____ x L _____	_____
	Cases/Trunks (Fibre) Colour: _____	H _____ x W _____ x L _____	_____
	Crates (wooden)	H _____ x W _____ x L _____	_____
	Skids/Pallets	H _____ x W _____ x L _____	_____
	Carpet Colour: _____	H _____ x W _____ x L _____	_____
	Other: _____	H _____ x W _____ x L _____	_____
	Total # of Pieces		Total Weight: _____

Step 3. Provide Payment Information

Cardholder Name - Please Print

Billing Address City Province/State Postal Code/Zip Country

Account Number

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

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

A return Bill of Lading **MUST** be provided when this form is delivered to a GES representative.

You must arrange for your carrier to pickup from the GES Warehouse **within** 3 business days, additional storage rates will apply after 3 days.

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

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

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

Please Sign

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

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/>





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.*



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.

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____

CONTACT: _____ PHONE: _____ E-MAIL: _____

BOOTH NAME: _____		BOOTH #: _____	
VENUE NAME: The International Centre		EVENT NAME: WestJet Travel Trade Expo	
SHIPMENT DATE: _____		# CARTONS/CRATES/ETC: _____	
SHIPPING FROM (CITY): _____			
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: _____	

COMPANY NAME: _____ U.S. TAX # / EIN: _____
CARRIER NAME: ☐ GES ☐ OTHER: _____
DELIVERY ADDRESS: _____ CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____
CONTACT NAME: _____ PHONE: _____ E-MAIL: _____

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 <div style="display: flex; justify-content: space-around;"> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> <div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div> </div> EXPIRY DATE: ____ / ____ CVV: _____ CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: _____
ADDRESS: _____	
CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____	
CONTACT NAME: _____	
E-MAIL: _____ PHONE: _____	

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.

Date _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of 1
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001 3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)		
4 Consignee (Name and Address) / Destinataire (Nom et Adresse) ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED		
		6 Country of Transshipment / Pays de transbordement N/A		
		7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.	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? YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		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, Expedition en consignment, location de marchandises, etc.)		
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada GES LOGISTICS NEW YORK, NY		10 Currency of Settlement / Devises du paiement USD		
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
XI.1 Total Number of Pieces / Nombre total de pièces 6				
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 Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/> kgs. Net. Weight N/A		17. Invoice Total Total de la facture
		Gross Wt./ Brut 1,500 lbs		
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) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010 Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511		
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) N/A				

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page of
de

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.

Calgary WestJet Travel Trade Expo
Westin Airport YYC
May 2, 2019

Discount Deadline Date:

April 18, 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.