

 **NACUFS® 2019**
MID-ATLANTIC—NORTHEAST CONFERENCE
MARCH 20-22 | MONTRÉAL, QUÉBEC

Dear Exhibitor,

NACUFS and McGill University are excited to welcome you to the NACUFS 2019 Mid-Atlantic/Northeast Conference in Montreal, Quebec! Please take a few moments to carefully review the information in the following pages. In this Exhibitor kit you'll find: Showcase information, booth assignments, a floor plan, and other useful information.

If you have any questions after reviewing this Exhibitor Kit, please contact Francisco Tabicas, Vendor Showcase Chair at Francisco.tabicas@mcgill.ca.



NACUFS 2019 Mid-Atlantic/Northeast Regional Showcase

Wednesday, March 21, 2019

Palais des congrès de Montréal

201, Viger West

Room 220 E

Montréal, QC , H2Z 1H2

(The Palais is located directly across the street from the Westin Hotel and accessible underground.)

Show Date & Time

Thursday, March 21, 2019

12:30 PM – 3:30 PM

Move In Dates & Times

Wednesday, March 20, 2019

12:00 PM - 6:00 PM

Thursday, March 21, 2019

8:00 AM – 11:00 AM

Move Out Dates & Times

Thursday, March 21, 2019

3:30 PM – 6:00 PM

Official Contractor

GES Canada Ltd.

2345 rue Lapierre

LaSalle, Québec, H8N 1B7

Customer Services :(514) 367-4848

Palais Exhibitor Kit Web Portal:

<https://congresmtl.com/en/client-portal/>

Hotel

Le Westin Montreal

270 St. Antoine West

Montreal, QC, H2Y 0A3

(877) 961-8111

Group Code: CUD10

<https://www.nacufs.org/regions-northeast/ne-regional-conference/hotel-travel/>

Parking

Parking is available for a fee at Le Westin Montreal, or the Palais.

Showcase Contact

Francisco Tabicas, Vendor Showcase Chair

McGill University

E-Mail: Francisco.tabicas@mcgill.ca

(514) 398-2675

Show Management

Karen Ciaramella, Regional Manager

NACUFS

1515 Turf Ln. Suite 100

East Lansing, MI 48872

(517) 908-4530

Customs Broker

Mike Patterson

ConsultExpo

(514) 482-8886 x4

www.consultexpoinc.com

Catering

Capital Traiteur Montreal Inc.

Sarine Lebrun

info@capitaltraiteur.com

Exhibitor Services

Services are provided by the Palais and GES. Please use the online portal for orders. Early booking price deadline is March 10th, 2019. <https://congresmtl.com/en/client-portal/>

Palais = Plumbing, telecommunications services, security and banners hanging.

GES = Electricity, material handling and booth cleaning.

Storage

Large boxes or crates may not be stored in the Exhibit Hall (City of Montréal Fire Prevention Department Regulation). A storage area for the exhibition will be assigned but only authorized personnel of the Palais des congrès de Montréal have access to the storage area during set up.

Move Out Procedures

Please read the following procedure carefully. You must follow it to the letter to ensure the safe and orderly removal and transport of your material during dismantling.

- The doors between level 2 (Exhibition) and the loading docks will be closed until the carpeting in the aisles is completely removed.
- The blue dollies will be available at the loading docks when the doors open.
- Empty boxes or cases will be brought to the booth by the handling personnel of the Palais as soon as possible once the carpeting has been removed, or in the absence of carpeting, once visitors have left the room. In no case shall exhibitors access the storage area.
- When all of your material or merchandise has been brought to the loading dock, an operations manager there will issue you a pass so that you may park your vehicle at an available space at the loading dock.
- If your material can be transported without a dolly, you may leave the premises by the exit doors of the exhibition. Blue dollies or other heavy transport equipment will not be admitted to common or public areas of the Palais. These areas include the public elevators and escalators.
- You may access the parking lot of the Quartier international via service elevators 4 and 5, located at the southwest end of room 517a, on level 5 (Convention) or at the west end of the loading dock area on level 2.

Donations

Food donations will be accepted after the show. Instructions will be provided in your booth onsite.

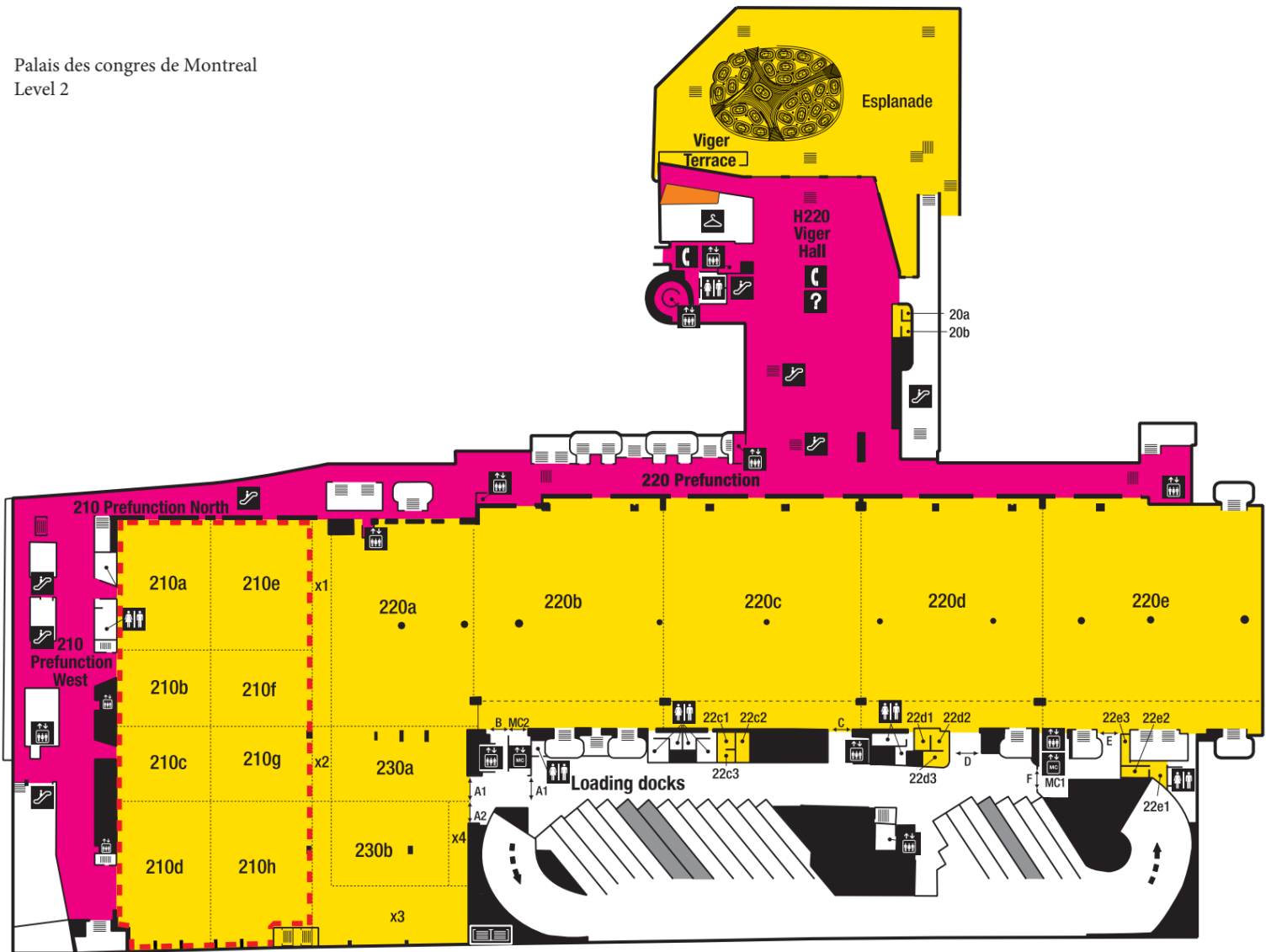
Exhibitor Personnel

Please email any updates to your list of representatives working the showcase booth to info@nacufs.org Only individuals with a name badge will be admitted into the Showcase. Name badge substitutions or replacements will be available on the day of the show; however, to avoid any on-site delays, please email any updates as soon as possible. Please remember that the Showcase booth registration does not include registration for the conference.

There is a limit of 5 representatives per booth.

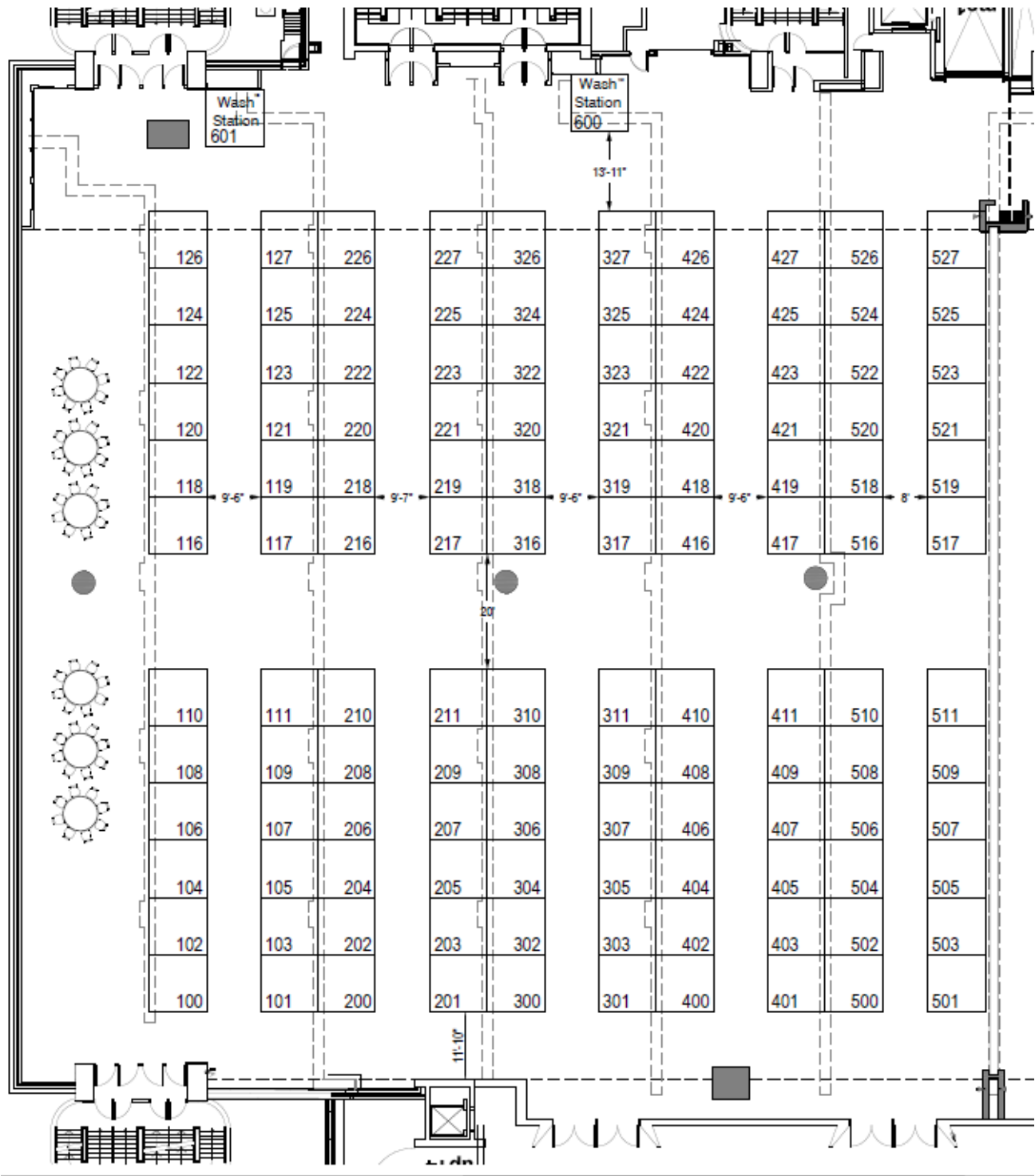
Palais des congrès de Montréal

Palais des congrès de Montreal
Level 2



Floor Plan

ROOM 220E



ENTRANCE

Regional Conference Showcase Guidelines

The guidelines governing this Showcase, under the auspices of NACUFS, are part of each exhibitor's Exhibit Space Contract. Please read them carefully. All exhibitor personnel and contractors are responsible to know and to comply with these guidelines.

Permissible Products

The NACUFS Showcase is for firms offering products, equipment, and services which are related to the foodservice industry. NACUFS reserves the right to decline any application and to refuse to install or cause to be removed or altered any products or services that are unrelated to NACUFS purposes.

Installation and Dismantling

Exhibits must be installed during the times specified by NACUFS on the show information page of the exhibit services kit.

No exhibit may be dismantled prior to the official closing of Showcase. Exhibits must be dismantled during the times specified by NACUFS. Empty product containers are returned first upon show closing before display crates and other empties. Exhibitors who dismantle or remove their products early may lose the priority points earned by their participation, resulting in being assigned last at future NACUFS shows.

Responsibilities for Loss/Insurance

NACUFS will not be responsible for losses due to theft nor held responsible for causes or conditions beyond its control, such as war, panic, mobilization, strikes, fire, flood, earthquake, disease, weather, or other similar conditions that might prevent the Showcase from opening on time, continuing through its scheduled dates, or opening at all.

NACUFS carries public liability insurance for liabilities potentially arising from common areas of the exhibition area including entrance, aisles, and washrooms used in conjunction with the installation, dismantling, and operation of the Showcase.

Each exhibitor shall provide certification of own liability insurance regarding the individual exhibit area. Certification shall indicate "Comprehensive General Liability". Such insurance should name NACUFS as an additional insured and should be set at a minimum of one million dollars (\$1,000,000); this should be evidenced on the insurance certification. Each exhibitor must also provide itself with workers' compensation insurance acceptable to Quebec.

Exhibitors shall carry their own fire, pilferage, vandalism, or other insurance coverage, if such coverage is desired. The Association management will take all reasonable precautions to deter losses and protect the interests of exhibitors, but under no circumstance will NACUFS be liable for losses, except under its public liability insurance provisions. Exhibitor has agreed to protect, save, and keep NACUFS and its agents and employees forever harmless from any damages, losses, or expenses of any nature caused by or arising out of any accident or other occurrence to any person or property, including the person and property of the exhibitor, its agents, employees and invitees, in connection with the exhibitor's occupancy or use of any part of the exhibition premises, whether or not any such damage, loss, or expense is the result of the negligence or other fault of the Association. Exhibitor has also agreed that it and those holding under the exhibitor shall strictly comply with the applicable terms and conditions of the agreement between the Association and the University regarding use of the exhibition facilities.

Exhibitor has further agreed that it has waived, on behalf of itself and its insurance carriers, all rights of subrogation against the Association for any and all damages, losses, or expenses to any person or property. In the event the exhibitor's policies of insurance do not authorize the exhibitor to unilaterally waive these rights of subrogation, exhibitor has covenanted and agreed that prior to delivery of its exhibits, it shall obtain the written consent of its insurance company to such a waiver of subrogation, or it shall name NACUFS as an additional insured

under such policies. Exhibitor agrees that in the event exhibitor fails to obtain such a waiver of subrogation or to add the Association as an additional insured, it is contractually liable to the Association for all damages, losses, and expenses, including reasonable actual attorney's fees incurred in enforcing this contract, defending any subrogation suit, and in payment of any judgement or reasonable settlement to the insurance carrier.

Demonstrations and Use of Models

All demonstrations or the use of living models or mascots connected with your participation must be conducted within the area of the exhibitor's own space. Exhibitors will not be permitted to use strolling entertainment nor to distribute samples or souvenirs except from within their spaces. Exhibitors who use costumed models should be certain that their manner of appearance and dress are such as not to offend even the most critical. Any question of propriety should be cleared with NACUFS prior to the regional conference. NACUFS reserves the right to request modification of any questionable exhibit.

Sound-making/Audiovisual Equipment

Use of sound-making and amplification devices is a privilege that can be withdrawn by NACUFS Show Management if presentation noise levels or content become objectionable. Speakers must be placed in such a way that sound is not directed into the aisles or at other exhibits. NACUFS reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

If your firm is contemplating use of live musicians in your exhibit, you must obtain written permission from the NACUFS well in advance of show move-in. Extraordinary licensing costs from ASCAP and/or BMI may be apportioned among exhibitors whose presentations include live music.

Cooking Equipment

Please click here to view the Simplified Guide to Fire Prevention, and to read more about allowable cooking devices. <http://congresmtl.com/pdf/iebms/Fire-safety-regulations-exhibition.pdf>

Space Use Guidelines

All demonstrations and exhibits must be confined to the exhibit space assigned. Promotional efforts are not allowed to take place in the Showcase aisles, lounges, or other public space.

No selling of products or services is permitted at Showcase.

No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the written approval of NACUFS. Sharing of a single space is allowable only when there is a direct ownership relationship between the companies (i.e. parent and subsidiary, sister companies, etc.). There is one listing on the exhibitor list and within the show program per exhibit space as indicated on the Exhibit Space Contract. Distributing companies may exhibit any of the brands that they represent within their contracted space but they may not offer sublet opportunities to other companies. Only the contracted firm will be listed on all applicable lists and exhibitor personnel badges will note the exhibiting firm of record.

Display Guidelines

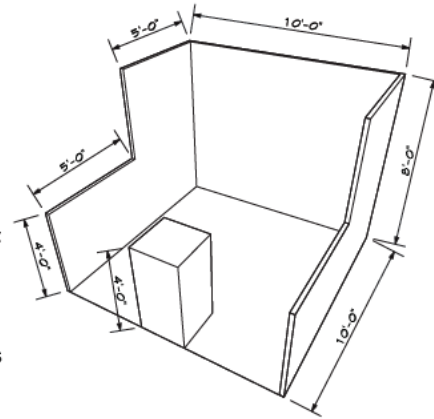
Display Guidelines have been requested by exhibitors to promote fair competition and mutual courtesy among all Showcase participants. The Guidelines are a part of each exhibitor's Exhibit Space Contract. Exhibitors are responsible to ensure that all of their staff, designers, and contractors read and comply with all restrictions. In fairness to all, Guidelines will be enforced.

Standard Booths

Standard Booths, shown at right, have only one side exposed to an aisle and are general arranged in a series along a straight line. They are also called "in-line" booths.

Standard Booths are 10' wide by 10' deep. A maximum backwall height limitation of 8' is specified.

Regardless of the number of Standard Booths utilized (e.g. 10'x20', 10'x30', 10'x40', etc.), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Standard Booths are used in combination as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.)



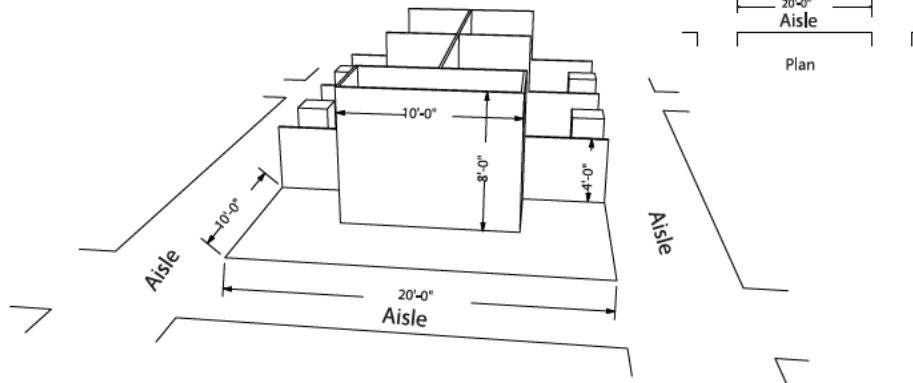
Standard 10' x 10' Booth

Corner Booths

A Corner Booth is a Standard Booth exposed to aisles on two sides. All other guidelines for Standard Booths apply.

End-cap Booths

An End-cap Booth is exposed to aisles on three sides and composed of two booths. End-cap Booths are generally 20' wide by 10' deep. The maximum backwall height limitation of 8' is allowed only in the rear half of the booth space and within 5' of the two aisles with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.



Shipping for **NACUFS 2019** at the **Palais des congrès de Montréal**

For shipping directly on-site, please address your packages as follow:

Name of event : **NACUFS 2019**
 Date of event : March 21, 2019

Name of contact for delivery (company / main contact name) :
 /

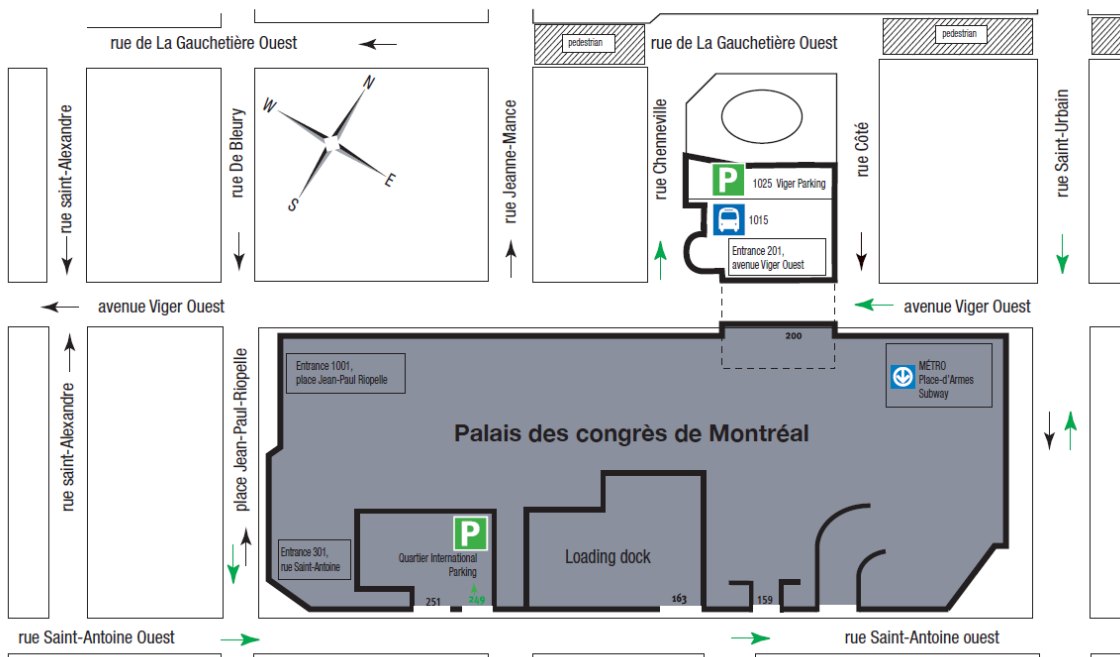
Room number: 220E

PALAIS DES CONGRÈS DE MONTRÉAL
 Loading docks
 163 Saint-Antoine Street West
 Montréal (Québec) H2Z 1X8
 CANADA

Additional information about the **LOADING DOCKS**

- Deliveries will be accepted for your event on **Wednesday, March 20** and **Thursday, March 21**
- The regular hours of operation are 7am to 11pm.
- Please note that no vehicle is authorized to park at the loading docks. You are allowed 15 minutes to unload your material. Once this operation completed, you need to move your vehicle to a nearby parking lot.

Accessibility Plan - Palais des congrès de Montréal



FOOD AND BEVERAGE SAMPLING

Food Sampling Food/non-alcoholic beverage sampling in conjunction with specified food distribution exhibits may be permitted. All sample sizes for non- alcoholic beverage and food (either pre-packaged or single consumption) items have been waived due to the nature of the NACUFS event. All Samples are limited to products manufactured, processed or distributed by the exhibiting firm and must be directly related to the purpose of the show. Items are to be intended as samples in order to make them known by visitors ; no cash sales permitted.

For insurance and liability purposes, Capital Traiteur Montréal Inc. requires that each exhibitor serving food or beverage items at their booth fills and submits the **'Authorization for Distribution of Samples'** no later than February 28th.

Note that all products brought in and served on-site must be compliant with the laws applicable in Québec. Exhibitors must also adhere to the Montreal Food Safety and Hygiene in Temporary Food Stands regulations. Please review the document :

http://ville.montreal.qc.ca/pls/portal/docs/PAGE/ALIMENTS_FR/MEDIA/DOCUMENTS/29%20-%20TEMPORARY%20FOOD%20STANDS.PDF

Québec governance prohibits anyone other than the alcohol license holder to distribute, give away or bring in the licensed establishment (Palais des congrès de Montréal) any alcoholic beverages.

In the event of non-conformity or if a party brings unauthorized food and/or beverage into the Palais des congrès de Montréal and does not subsequently meet one of the conditions above, the party must immediately remove the unauthorized item(s) from their booth.

FOOD PREPARATION REQUESTS

Please note that the Palais des congrès de Montréal kitchen facilities access/use is strictly limited to Capital Traiteur Montréal Inc.

Exhibitors who wish to have food preparation handled by Capital Traiteur Montréal Inc. are responsible for making sure their product has arrived to location, is clearly identified and have been properly stored. We do not assume responsibility of missing products.

For food preparation, Capital Traiteur Montréal Inc. may request that a representative speaks with the Executive Chef to ensure that the recipe will be made to the exhibitor's expectation. Please refer to the **'Products and Services Form for Exhibitors'** and **'Food Prep Request Form for Exhibitors'**. Order deadline is February 28th. Requests will be addressed on a first-come-first-serve basis, and subject to facility and inventory availability.

PRODUCTS AND SERVICES REQUESTS

Capital Traiteur Montréal Inc. does not lend/rent any material or equipment. Exhibitors must therefore arrived prepared with their own refrigeration, cooking and service equipment, presentation platters, service utensils, etc...

Some compostable ware and miscellaneous small items are available for purchase and staffing is available for hire. Please refer to the **'Products and Services Form for Exhibitors'**. Order deadline is February 28th. Requests will be addressed on a first-come-first-serve basis, and subject to facility and inventory availability.

AUTHORIZATION FOR DISTRIBUTION OF SAMPLES

Capital Traiteur Montréal Inc. (Capital Traiteur) is the exclusive supplier of food services at the Palais des congrès de Montréal.

In a special agreement with The National Association of College & University Food Services (NACUFS), exhibitors will be allowed to offer and distribute samples at their booth free of charge. To be recognized as samples, these products must be part of the nature of the trade involved and therefore distributed in order to make them known to the public.

All products (food or non-alcoholic beverages) brought in and served must be compliant with the regulations and laws applicable in Québec ; please refer to the "Tasting and cooking demonstrations" document. In the event of non-conformity, Capital Traiteur reserves the right of refusal.

Alcoholic products or beverages are strictly forbidden.

Anyone who distributes food or drinks on the premises of the Palais des congrès de Montréal without having submitted this form to Capital Traiteur may be obliged to remove unauthorized products from its kiosk, at the request of the Capital Traiteur or one of its representatives.

Please complete the section below at least three (3) weeks prior to the event.

Name of the event: **NACUFS 2019**

Activity dates: **March 21, 2019**

Booth number:

On-site contact

Name :

Mobile number:

Company name:

Product(s) for sampling and format:

Applicant's name:

Phone:

Adress:

Email:

City:

Province / State:

Country:

Postal / ZIP code:

You will receive a notice of receipt by e-mail within days of the request.

Capital Traiteur Montréal Inc., 159, St. Antoine West, 4th Floor, Montréal, Québec H2Z 2A7 – Phone : 514 871-3111

PRODUCTS AND SERVICES ORDER FORM FOR EXHIBITORS

Please complete and return by email at: info@capitaltraiteur.com

DEADLINE FEBRUARY 28, 2019
Telephone orders not accepted

Event: NACUFS 2019 Mid-Atlantic/Northeast Regional Showcase	Booth n°:
Activity dates: March 21, 2019	Telephone:
Company:	Fax:
Contact name:	Mobile number:
Address:	E-mail:
City: Prov./State:	
Postal/Zip Code:	
Onsite contact + Mobile number (only if different than above):	

IN-BOOTH STAFFING			
	Hourly Rate	Number requested	Hours (start / end) – min 3 consecutive hrs
Wait Staff*	\$58.00		
Cook*	\$58.00		
Runner*	\$58.00		
PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED:			
<small>Prices in Canadian dollars and subject to GST (5%) and PST (9.975%) Prices in Canadian dollars and subject to 16% administrative fees, as well as GST (5%) and PST (9.975%)</small>			

DISPOSABLE WARE PURCHASE				
	Price	Quantity	Delivery Date	Delivery Time
Forks – Compostable CPLA (1000 ct)	\$160.00			
Knives – Compostable CPLA (1000 ct)	\$160.00			
Spoons – Compostable CPLA (1000 ct)	\$160.00			
Utensil kits including napkin – Compostable CPLA (250 ct)	\$110.00			
Napkins – Cocktail paper (500 ct)	\$95.00			
Napkins – Dinner paper (250 ct)	105.00			
Cups – Portion 2oz Compostable PLA (2000 ct)	\$250.00			
Cups – Cold beverage clear 7oz Compostable PLA (1000 ct)	\$190.00			
Cups – Hot beverage 8oz Compostable paperboard (1000 ct)	\$200.00			
Lids – Hot beverage Compostable CPLA (1000 ct)	\$210.00			
Plates – Round 7” Compostable bagasse (1000 ct)	\$250.00			
Plates – Round 9” Compostable bagasse (500 ct)	\$175.00			
Bowls – Hot liquids 12oz Compostable paperboard (500 ct)	\$200.00			
Wetnaps moist towelettes (1000 ct)	\$30.00			
Vinyl gloves: M / L / XL (100 ct)	\$100.00			
Sternos – Gel chafing fuel 2hr (each)	\$5.00			
Water – 10 litres dispenser with tap (per fill-up)	\$32.00			
Milk 2% – 1 litre carton (each)	\$15.00			
Coffee Cream (Half & Half) 10% – Carton (each)	\$15.00			
Dairy Creamers 10% (200 ct)	\$22.00			
Ice – Bag 9.07kg/22lb (each)	\$22.50			
<small>Quantities purchased are considered sold. Left-over items or returns will not be credited Prices in Canadian dollars and subject to 16% administrative fees, as well as GST (5%) and PST (9.975%)</small>				

FOOD PREPARATION

***** IMPORTANT: PLEASE NOTE THAT THE KITCHEN ACCESS IS STRICTLY LIMITED TO CAPITAL TRAITEUR MONTRÉAL INC. *****



<p>Kitchen Finishing Service Fee: Our staff will re-heat, fry or bake/roast basic items for display as needed. No production will be executed with this option Please fill the 'Food Prep Request Form' to ensure that product is prepared correctly. Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.</p>	<p>Starting at \$350.00 per day, per booth</p>
<p>Kitchen Chef Service Fee: We will provide you with a chef that will execute the slicing, dicing, and/or full preparation of recipes as needed. Please fill the 'Food Prep Request Form' to ensure that product is prepared correctly. Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.</p>	<p>\$58.00/hour, minimum 3 hours</p>
<p>Runner Service Fee: Mandatory should either of the above services are ordered. A runner will bring your items to the kitchen, and bring them back to your booth, ensuring that your cooked/prepared products stay fresh throughout.</p>	<p>\$58.00/hour, minimum 3 hours</p>
<p align="center">Costs will be reviewed, evaluated and confirmed back once all the necessary documents have been received. Capital Traiteur Montréal Inc reserves the right of refusal on requests received after the deadline date Prices in Canadian dollars and subject to 16% administrative fees, as well as GST (5%) and PST (9.975%)</p>	

TERMS AND CONDITIONS

- Capital Traiteur Montréal Inc reserves the right of refusal on requests received after the deadline date.
- Prices in Canadian dollars.
- All prices are subject to administrative fees (16%), as well as GST (5%) and PST (9.975%).
- Terms, prices, administration fees and taxes may change without notice.
- Capital Traiteur Montréal Inc. holds the exclusive catering rights at the Palais des congrès de Montréal. The client, guests and exhibitors are not authorized to procure any food and beverages from an outside vendor.
- Capital Traiteur Montréal Inc reserves the right of refusal on requests received after the deadline date.
- Full prepayment is required upon confirming your order (credit card only).
- Quantities purchased are considered sold. Left-over items or returns will not be credited.
- Any cancellation received within 48hrs (2 business days) of the event will not be refunded.

FULL PRE-PAYMENT REQUIRED

Deadline February 28th, 2019

Telephone: 514-871-3111 Fax: 514-875-1300 info@capitaltraiteur.com	Capital Traiteur Montréal Inc. 159, rue Saint-Antoine Ouest, 4 ^e étage Montréal (Québec) H2Z 2A7	
Credit card  5 MasterCard	 5 Visa	Security number:
Card n°: * * * * _ * * * * _ * * * * _ * * * *		Expiration date (MM/YY): * * / * *
Cardholder name:		
<p align="center"><i>By signing below, the customer agrees to pay the total charges as specified on the Order form as well as any applicable charges for additional items or services ordered onsite, or charged incurred as a result of on-site order modification by the representative</i></p>		
Cardholder's signature		



FOOD PREP REQUEST FORM FOR EXHIBITORS (INFORMATION COMPLEMENT TO PRODUCTS AND SERVICES ORDER FORM)

Please complete and return by email at: info@capitaltraiteur.com



DEADLINE FEBRUARY 28, 2019

Telephone orders not accepted

Event: NACUFS 2019 Mid-Atlantic/Northeast Regional Showcase	Booth n°:
Company:	
Onsite contact :	Mobile number:

ITEM #1

Item description:	Quantity:	
Required on (date):	Required at (time):	
Thawing time:	Preparation time:	
Equipment(s) required:		
PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED (Specialty recipe preparation should be typed and emailed to sarine.lebrun@capitaltraiteur.com):		
DELIVERY INSTRUCTIONS:		
Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.		

ITEM #2

Item description:	Quantity:	
Required on (date):	Required at (time):	
Thawing time:	Preparation time:	
Equipment(s) required:		
PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED (Specialty recipe preparation should be typed and emailed to sarine.lebrun@capitaltraiteur.com):		
DELIVERY INSTRUCTIONS:		
Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.		

ITEM #3

Item description:	Quantity:	
Required on (date):	Required at (time):	
Thawing time:	Preparation time:	
Equipment(s) required:		
PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED (Specialty recipe preparation should be typed and emailed to sarine.lebrun@capitaltraiteur.com):		
DELIVERY INSTRUCTIONS:		
Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.		

* * * IF YOU HAVE MORE THAN 3 ITEMS, PLEASE USE ADDITIONAL FORMS * * *



Dear Exhibitor,

We are pleased that **GES Canada Ltd.** has been selected as your Official Service Contractor for:
NACUFS 2019 Mid-Atlantic/Northeast Regional Conference.

We strive to offer you the best possible service to facilitate a successful show experience. Please review this manual carefully. It contains information and order forms for each of the many services offered by GES Canada Ltd. In order to provide efficient service for you it is important that you return these forms to us promptly.

By placing your orders in advance, you will benefit from discounted prices on our furniture and deco items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold-out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary. GES requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, cheques, as well as wire transfer. **Please note that onsite pricing will include a premium. All prices are in CDN \$.**

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call 1 (514) 367-4848 from Monday to Friday from (8:30 a.m. - 4:30 p.m.) and ask to speak to a Customer Service Representative (CSR). In addition, our GES Service Centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a successful event.

Save time, order online.
Place orders and manage your budget in one place.

EXPRESSO

Sincerely,
Your Customer Service Team

GES Canada Ltd.
2345 rue Lapierre
LaSalle, Québec, H8N 1B7
Phone: 1.514.367.4848
fax: 1.514.367.5115
email: montreal@ges.com



NACUFS

March 21, 2019

Palais des congrès de Montréal

BOOTH EQUIPMENT (Your exhibit space includes)

10' x 10' space

8' high background and 3' high drape side rails

One 6' black skirted table

Two grey side chairs

One wastebasket

One 48"x 8" ID Name sign, black letters, white background - NO LOGO

Exhibitors are responsible for providing all additional furniture, equipment, power and lighting for their booths.

ELECTRICITY

Electricity is not included with the space. For all electrical needs please refer to the order form and return it to us

EXHIBIT HALL CARPET

The exhibit hall is NOT carpeted. Carpet order form includes in this kit.

DISCOUNT PRICE DEADLINE DATE PRICES ARE IN CDN \$

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by:

March 6, 2019

SHOW SCHEDULE

EXHIBITOR MOVE-IN

March 20, 2019 from 12:00 pm to 6:00 pm

March 21, 2019 from 8:00 am to 11:00 am

GES SERVICE DESK

March 20, 2019 from 12:00 pm to 6:00 pm

March 21, 2019 from 8:00 am to 12:00 pm

EXHIBIT HOURS

March 21, 2019 12:30 pm - 15:30 pm

EXHIBITOR MOVE-OUT

March 21, 2019 3:30 pm - 6:00 pm

OFFICIAL CARRIER

ConsultExpo

info@consultexpoinc.com - Tel:514-482-8886

CUSTOM BROKER


ConsultExpo

info@consultexpoinc.com - Tel:514-482-8886

NACUFS

March 21, 2019

Palais des congrès de Montréal

COMPANY NAME		BOOTH #	CONTACT NAME
STREET		PHONE	EMAIL
CITY	FAX	SHOW SITE CONTACT AND PHONE NUMBER	
PROVINCE/STATE	POSTAL CODE		
<p>Payment for Services - GES Canada Ltd. requires payment in full at the time services are ordered. Further, GES Canada Ltd. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.</p> <p>Discount Pricing: To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.</p> <p>Payment Methods - GES Canada Ltd. accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a fee for NSF cheques or wire transfers (to cover the bank fees).</p> <p>Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Canada Ltd. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.</p> <p>Tax Exempt - If you are tax exempted in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES Canada Ltd. office for this show. Taxes vary by location and will be added to your invoice if you do not submit your tax exemption certificate prior to the deadline.</p> <p>Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES Canada Ltd. on-site representative of any problem with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES Canada Ltd. set up costs or expenses. Please refer to the individual forms for cancellation fees.</p> <p>Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES Canada Ltd.</p> <p>You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event for any balance left without appropriate credit card on file.</p> <p>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for services rendered to your company for this event.</p> <p>If you have any questions regarding our payment policy, please contact GES</p>		<p>I agree in placing this order that I have accepted GES Canada Ltd. payment Policy and Terms & Conditions of Contract</p> <p></p> <p>Signature _____</p> <p>Date _____ Name of the owner's card _____</p> <p>Payment authorization</p> <p>Credit card number</p> <p>_____ - _____ - _____ - _____</p> <p>Expiry date _____</p> <p>Security code _____</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX</p> <p>Owner name</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Complete payment _____ \$</p> <p>Cheque must be labeled to GES CANADA Ltd. Your cheque must be received 2 weeks prior to the first day of move-in.</p>	
		COMPANY	# BOOTH



ELECTRONIC FUNDS/WIRE TRANSFER FORM

5875 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

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

Your Company Name: _____

Contact Name: _____

Contact Number: _____

Booth Number: _____ Event Name: _____

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) 	IF YOU ARE SENDING AMERICAN DOLLARS (\$US)
--	---

EFT/Direct Deposit Institution code #: 001 Transit #: 00109 Account #: 1967-990	EFT/Direct Deposit 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: PNBPU3NNYC
Routing / BIC / NCC / BSC or ABA Number: 026005092	

Invoice Amount: _____	Date of Transfer: _____
-----------------------	-------------------------

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

Total: _____

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.

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 20 days prior to your show.
- Delivery of shipments to your booth on your first day of move-in (schedule permitting).
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- Complete the enclosed Advance Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- Please note that when utilizing a ground carrier other than the official supplier, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

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

- **Crated** - Material that is skidded or is any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

● **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

● **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

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

Forced Freight

Shipments left on-site after dismantle hours will be transferred to a storage warehouse. Charges relating to such shipping and handling will be charged to the exhibitor.

Outgoing Shipments

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

Machinery, Labour and Equipment

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

Insurance

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

GES Limits of Liability

● **Liability** - GES Canada Ltd. is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Canada Ltd. negligence.

● **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.

b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.

GES Canada Ltd. does not offer or sell insurance. GES Canada Ltd. is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES Canada Ltd.



Advance Warehouse Material Handling

NACUFS

March 21, 2019

Palais des congrès de Montréal

A/S (C/O) NACUFS
YRC Freight c/o GES
1725 Chemin St-François
Dorval , QC, H9P 2S1

**The rate for this service includes unloading at the warehouse
and delivery to your booth at:**

Palais des congrès de Montréal

Date of delivery at the Venue:

Wednesday, March 20

Shipment arriving between: Friday, February 22 to Monday, March 18, 2019

This service does not include returning the shipments to the warehouse at the end of the show. Your transporter must pick-up your shipment(s) at the loading dock of the venue before the end of the move-out or you will be charged for storage or for transport fees.

MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"

Please refer to the shipping labels in this manual.

GES Canada Ltd. shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building.

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor GES Canada Ltd. will be liable for any resulting delays.

METHOD OF CALCULATION OF CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to the warehouse on:			
Total Pieces:		Weight of largest piece:	
Size of largest piece:			
0599-ADV SHIPMENT = + 50 LBS	PRICE BY 100 LBS (200 LBS minimum)	X	113,50 \$
0599-SMA SMALL SHIPMENT - 50 LBS	PRICE BY SHIPMENT	X	56,50 \$
0599-SPEA SPECIAL HANDLING	PRICE BY 100 LBS (200 LBS minimum)	X	147,50 \$
<p>The payment & credit card authorization form MUST accompany this form. All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.</p> <p>Cancellation fees: Items cancelled after move-in begins will be charged at 100% of the original price.</p>		Amount:	
		104060264 - TPS 5% GST	
		1001673382 - TVQ 9.975% QST	
		Total	
		COMPANY - BOOTH #	

Please send your order by:

Fax 1 (514) 367-5115

EEmail: montreal@ges.com

UTILISEZ CES ÉTIQUETTES D'EXPÉDITION CAR ELLES VONT FACILITER LA MANUTENTION. Des copies de ces étiquettes sont acceptées si une quantité plus grande est nécessaire.
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.



MATÉRIAUX D'EXPOSITION

EXPÉDITION À L'AVANCE

À:

NOM DE LA COMPAGNIE

NACUFS 2019

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S (C/O)

NACUFS 2019

YRC Freight c/o GES

1725 Chemin St-François

Dorval , QC, H9P 2S1

**HEURES D'OUVERTURE DE L'ENTREPÔT:
LUNDI AU VENDREDI 8:00 À 16:00**

Transporteur

Nombre _____ de _____ morceaux



EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO:

COMPANY NAME

NACUFS 2019

NAME OF EXHIBITION

BOOTH NUMBER

A/S (C/O)

NACUFS 2019

YRC Freight c/o GES

1725 Chemin St-François

Dorval , QC, H9P 2S1

**WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM**

Carrier

Number _____ of _____ pieces



MATÉRIAUX D'EXPOSITION

EXPÉDITION À L'AVANCE

À:

NOM DE LA COMPAGNIE

NACUFS 2019

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S (C/O)

NACUFS 2019

YRC Freight c/o GES

1725 Chemin St-François

Dorval , QC, H9P 2S1

**HEURES D'OUVERTURE DE L'ENTREPÔT:
LUNDI AU VENDREDI 8:00 À 16:00**

Transporteur

Nombre _____ de _____ morceaux



EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO:

COMPANY NAME

NACUFS 2019

NAME OF EXHIBITION

BOOTH NUMBER

A/S (C/O)

NACUFS 2019

YRC Freight c/o GES

1725 Chemin St-François

Dorval , QC, H9P 2S1

**WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM**

Carrier

Number _____ of _____ pieces



Showsite Material Handling

NACUFS
 March 21, 2019
 Palais des congrès de Montréal

A/S (C/O) Palais des congrès de Montréal
 163 Saint-Antoine Ouest/W
 Montréal, QC, H2Z 1H2

ATTENTION: NOTE THAT MATERIAL HANDLING SERVICES WILL BE EXCLUSIVELY MANAGED BY GES CANADA. PLEASE NOTIFY YOUR OFFICIAL CARRIER AND EXHIBIT HOUSE.

All shipments will only be accepted during move-in on: MARCH 20 and 21, 2019

This service does not include returning the shipments to the warehouse at the end of the show. Your transporter must pick-up your shipment(s) at the loading dock of the venue before the end of the move-out or you will be charged for storage or for transport fees.

MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"

Please refer to the shipping labels in this manual.

GES Canada Ltd. shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building. Claims must be filed by the exhibitor before close of show.

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor GES Canada Ltd. will be liable for any resulting delays.

METHOD OF CALCULATION OF CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Transporteur :			
Nombre de morceaux / Total Pieces:		Heure d'arrivée / Time of arrival:	
Dimensions de la plus grosse unité / Size of largest piece:		Poids de la plus grosse unité / Weight of largest piece:	
0599-DIR ENVOI/SHIPMENT = + 50 LBS	PRIX PAR/PRICE BY 100 LBS (200 LBS minimum)	X	99,00 \$
0599-SMA PETIT ENVOI / SMALL SHIPMENT - 50 LBS	PRIX PAR ENVOI / PRICE BY SHIPMENT	X	56,50 \$
0599-SPED MANUTENTION SPÉCIALE/SPECIAL HANDLING	PRIX PAR / PRICE BY 100 LBS (200 LBS minimum)	X	129,00 \$
<p>Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire. Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Canada Ltée stipulées dans ce catalogue de l'exposant.</p> <p>Frais d'annulation: Après le début du montage du salon, toute annulation sera facturée à 100% du coût original.</p> <p>The payment & credit card authorization form MUST accompany this form.</p> <p>All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.</p> <p>Cancellation fees: Items cancelled after move-in begins will be charged at 100% of the original price.</p>		Montant / Amount	
		104060264 - TPS 5% GST	
		1001673382 - TVQ 9.975% QST	
		TOTAL	
		COMPANY - BOOTH #	
<p>Please send your order by: Fax 1 (514) 367-5115 E-mail montreal@ges.com</p>			



Service de main d'oeuvre / Labor for booth Installation & dismantling

NACUFS

March 21, 2019

Palais des congrès de Montréal

COMPAGNIE / COMPANY	# STAND / BOOTH #

RENSEIGNEMENTS IMPORTANTS ET TARIFS / IMPORTANT INFORMATION AND RATES

TARIFS HORAIRES / HOURLY RATES	HEURES / TIME	PAR TRAVAILLEUR / PER WORKER
0595-IR Temps régulier / Straight Time	Lundi au vendredi entre 08h00 et 16h00 / Between 8:00AM and 4:00 PM Weekdays	92,50 \$
0595-IO Temps supplémentaire / Overtime	Avant 08h00 et entre 16h00 et 18h00 du lundi au vendredi; Entre 08h00 et 16h00 le samedi et dimanche. / Before 8:00AM and between 4:00PM and 6:00PM Weekdays; Between 8:00AM and 4:00PM Saturdays and Sundays	139,00 \$
0595-ID Temps double / Double time	Après 18h00 du lundi au vendredi; Après 16h00 le samedi et dimanche et lors de congés fériés. / After 6:00PM Weekdays; After 4:00PM Saturdays and Sundays and on all holidays.	185,50 \$

Veillez indiquer le plan choisi / Please indicate service

AGISSEZ SANS LA PRÉSENCE DE L'EXPOSANT / GES SUPERVISED (OK TO PROCEED)

GES Canada Ltée supervisera tout le travail effectué pour: / GES Canada Ltd. will supervise labour to:

- Déballer et installer le matériel d'exposition avant l'arrivée de l'exposant.
Unpack and install display before exhibitor arrival at show site.
- Démontez et emballez le matériel à la fin du salon.
Dismantle and pack display after show closing.

Une surcharge de 25% (\$50.00 minimum) du total de la facture de main-d'œuvre sera ajoutée pour ce service additionnel. / A 25% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

Veillez cocher les cases appropriées / Please check off the appropriate boxes:

Photos / Photos - Directives ci-incluses - Set-up instructions attached

Dans la caisse / in crate ci-incluses / attached

SUPERVISÉ PAR L'EXPOSANT / EXHIBITOR SUPERVISED (DO NOT PROCEED)
Le travail est fait sous la supervision de l'exposant. / Exhibitor will supervise.

- L'heure du début des travaux ne peut être garantie que lorsque la main-d'œuvre est réservée pour le début de la journée (à compter de 8h00). / Starting time can only be guaranteed where labourers are requested for the start of the working day, which is 8:00am.

- L'exposant doit se présenter au comptoir de services pour prendre en charge les ouvriers réservés, et après que le travail soit terminé / The exhibitor representative has to check in at the service desk to pick up labourers ordered. The exhibitor representative also has to check labourers out at the service desk upon completion of the work.

GES Canada Ltée ne sera pas responsable pour aucune perte ou dommage causé durant l'installation, le déballage, le démontage ou l'emballage du matériel de l'exposant. / GES Canada Ltd. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property.

NOTES

Placez la commande ici / Place order here

	# d'ouvrier / # of labourers	Dates / Dates	Heure début / Start Time	Heure fin / End Time	Total d'heures / Total hours	Tarif / Rate	Total
Installation / Set-Up							
Démontage / Dismantle							

Les pourboires, incluant argent comptant ou heures pour travail non-effectué ne sont pas permis par GES Canada Ltée. GES Canada Ltée demande le plus haut niveau d'intégrité de tous ses employés. *Gratuities in any form, including cash gifts, or labour hours for work not actually performed are prohibited by GES Canada Ltd. GES Canada Ltd. requires the highest standards of integrity from all employees.*

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire. Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Canada Ltée stipulées dans ce catalogue de l'exposant.

Frais d'annulation: Après le début du montage du salon, toute annulation sera facturée à 100% du coût original.

The payment & credit card authorization form MUST accompany this form.

All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

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

Montant / Amount	\$
*Surcharge de 25 % / 25% surcharge (50 \$ min.)	\$
104060264 - TPS 5% GST	\$
1001673382 - TVQ 9.975% QST	\$
TOTAL	\$

Faites parvenir votre commande par:

Télécopieur | Fax

1 (514) 367-5115

Please send your order by:

Courriel | E-mail montreal@ges.com

Chaises / Chairs

0503



Chaise tissu gris
Side chair grey fabric

0504



Fauteuil tissu gris
Armchair grey fabric

0502



Fauteuil aluminium
Aluminium armchair

Tabourets / Stools



Tabouret Alice
Alice Stool

0512



Tabouret de bar noir
Black bar stool

0514



Tabouret tissu gris
High stool grey fabric

Tables / Tables

0521



Table à café
Coffee table 30" x 18"H

0523



Table
Table 30" x 30"H

0527 A40



Table ronde aluminium
Round aluminium table 24" x 43"H

0553

0551



Table avec jupe
Draped table 72" x 24" x 30"H
Table avec jupe
Draped table 48" x 24" x 30"H

Disponible 42" haut / Available 42" high

Comptoirs, bureau / Counters, Desk

0651-CC-06



Comptoir courbé,
portes coulissantes
Curved counter with
sliding doors 40" x 32" X 40"H

0651-06



Comptoir, portes coulissantes
Counter with sliding doors 40" x 20" x 40"H

0650-06



Comptoir vitrine
Showcase counter 40" x 20" x 40"H

Présentoirs / Displays

0532



Chevalet
Tripod easel 61" H

0632-A



Porte affiche
Sign holder 60" H

0654-0



Présentoir vitrine
Showcase 40" x 20" x 80"H
20" de large aussi disponible / 20" wide also available

0621



Présentoir vitrine
Showcase 20" x 20" x 80"H
40" de large aussi disponible / 40" wide also available

Divers / Miscellaneous

0608



Boîte de tirage pour table
Raffle cube for table 12" x 12" x 12"H

0606-06



Boîte de tirage
Raffle Box 18.5" x 18.5" x 40"H

0532-A



Support à brochure
Literature rack 9" x 55"H

NACUFS

March 21, 2019

Palais des congrès de Montréal

Date butoir pour prix escompté - *Deadline date for discount price*

6 MARS

March 6

Date butoir pour prix régulier - *Deadline date for regular price*

20 MARS

March 20

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
Tables avec jupes / Skirted Tables (recouverte de vinyle blanc / White Vinyl Top)					
	0551	Table de 4' de longueur avec jupe 30" (h) / Skirted 4' long table with 30" high skirt	98,00 \$	136,00 \$	
	0553	Table de 6' de longueur avec jupe 30" (h) / Skirted 6' long table with 30" high skirt	110,00 \$	152,50 \$	
	0541	Table de 4' de longueur avec jupe 42" (h) / Skirted 4' long table with 42" high skirt	141,00 \$	195,50 \$	
	0542	Table de 6' de longueur avec jupe 42" (h) / Skirted 6' long table with 42" high skirt	159,50 \$	221,50 \$	
	0549	Jupe 4e côté (optionnel) / 4th side skirted (optional)	33,00 \$	45,50 \$	
Le noir sera la couleur choisie par défaut si aucun choix n'a été fait. Black will be provided if no other colour choice has been made.					
Couleur de jupe/ Skirt color : Noir - Black <input type="checkbox"/> Bleu - Blue <input type="checkbox"/> Vert - Green <input type="checkbox"/> Rouge - Red <input type="checkbox"/> Blanc - White <input type="checkbox"/> Gris - Grey <input type="checkbox"/>					
Tables sans jupe (recouvert de vinyle seulement) / Un-skirted Tables (White Vinyl Top Only)					
	0550	Table de 4' de longueur et 30" (h) / 4' long and 30" high table	61,00 \$	84,50 \$	
	0552	Table de 6' de longueur et 30" (h) / 6' long and 30" high table	74,00 \$	102,50 \$	
	0544	Table de 4' de longueur et 42" (h) / 4' long and 42" high table	93,00 \$	129,00 \$	
	0545	Table de 6' de longueur et 42" (h) / 6' long and 42" high table	101,00 \$	140,00 \$	
Tables					
	0521	Table à café ronde, blanche 18" (h) / 18"H Round, White Coffee Table	107,50 \$	149,50 \$	
	0522	Table à café ronde, noire 18" (h) / 18"H Round, Black Coffee Table	107,50 \$	149,50 \$	
	0523	Table ronde blanche 30"x30" (h) / 30"x30"H Round, White Table	126,00 \$	175,00 \$	
	0524	Table ronde noire 30"x30" (h) / 30"x30"H Round, Black Table	126,00 \$	175,00 \$	
	0527-A-40	Table de cocktail 43" (h) / 43"H cocktail table	159,50 \$	221,50 \$	
Chaises / Chairs					
	0502-A	Fauteuil aluminium / Aluminum Armchair	101,00 \$	140,00 \$	
	0503	Chaise de tissu gris (sans bras) / Grey Side Chair (armless)	78,50 \$	109,00 \$	
	0504	Fauteuil de tissu gris / Grey Arm Chair	119,50 \$	166,00 \$	
	0512	Tabouret de bar noir (sans dossier) / Black Bar Stool (no back)	54,00 \$	75,00 \$	
	0514	Tabouret de tissu gris (avec dos) / Grey Stool (with back)	131,50 \$	182,50 \$	
	0514-AL5	Tabouret Alice Noir / Black Alice Stool	130,00 \$	180,50 \$	
Comptoirs / Counters					
	0651-06	Comptoir blanc avec portes 40" x 20" x 40"H White counter with doors	304,00 \$	422,50 \$	
	0651-CC-06	Comptoir courbé blanc 40" x 32" x 40"H White curved counter	474,00 \$	658,00 \$	
	0650-06	Comptoir vitrine 40" x 20" x 40"H Showcase counter	391,50 \$	544,00 \$	
<p>Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire. Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Canada Ltée stipulées dans ce catalogue de l'exposant. Frais d'annulation: Après le début du montage du salon, toute annulation sera facturée à 100% du coût original. The payment & credit card authorization form MUST accompany this form. All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. Cancellation fees: Items cancelled after move-in begins will be charged at 100% of the original price.</p>			Montant / Amount	\$	
			104060264 - TPS 5% GST	\$	
			1001673382 - TVQ 9.975% QST	\$	
			TOTAL	\$	

COMPAGNIE /
COMPANY

STAND \ BOOTH

Faites parvenir votre commande par: Please send your order by:

Télécopieur | 1 (514) 367-5115

Courriel | E-mail

montreal@ges.com

NACUFS

March 21, 2019

Palais des congrès de Montréal

 Date butoir pour prix escompté - *Deadline date for discount price*

 Date butoir pour prix régulier - *Deadline date for regular price*
6 MARS
20 MARS
March 6
March 20

LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
Accessoires divers / General Accessories					
	0532	Chevalet / <i>Tripod Easel</i>	54,50 \$	76,00 \$	
	0532-A	Présentoir à littérature / <i>Literature Rack</i>	190,50 \$	264,50 \$	
	0534	Corbeille à papier / <i>Wastebasket</i>	17,00 \$	23,50 \$	
	0534-B	Bac de recyclage / <i>Recycling bin</i>	17,00 \$	23,50 \$	
	0539	Porte manteaux en chrome / <i>Chrome Garment Rack</i>	72,50 \$	100,50 \$	
	0606-06	Boîte de tirage 20"x20"x40"H <i>Raffle Box</i>	147,50 \$	205,00 \$	
	0621	Présentoir Vitrine 20" x 20" x 80"H <i>Showcase</i>	538,50 \$	748,00 \$	
	0632-A	Porte affiche 60"h / 60"H <i>sign holder</i>	83,00 \$	115,50 \$	
	0654-0	Présentoir (ouverte sur 4 côtés) 40" x 20" x 80" H <i>Showcase (open on 4 sides)</i>	739,50 \$	1 027,00 \$	
	0661-40H	Cube 18" x 18" x 40"H <i>cube</i> <i>(plus d'options (couleurs, dimensions) disponibles / More options (colours, size) available)</i>	166,00 \$	230,50 \$	
	0693-A	Panneau d'affichage 4'x8' / <i>4'x8' Poster Panel</i>	281,00 \$	390,50 \$	
	0694	Support pour sac / <i>Bag holder</i>	93,00 \$	129,00 \$	
	0532-B	Présentoir à littérature Zig-Zag	190,50 \$	264,50 \$	
	0500	Petit réfrigérateur compact / <i>mini-fridge</i>	258,00 \$	358,50 \$	
<p>Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire. Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Canada Ltée stipulées dans ce catalogue de l'exposant.</p> <p>Frais d'annulation: Après le début du montage du salon, toute annulation sera facturée à 100% du coût original.</p> <p>The payment & credit card authorization form MUST accompany this form.</p> <p>All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.</p> <p>Cancellation fees: Items cancelled after move-in begins will be charged at 100% of the original price.</p>			Montant / Amount	\$	
			104060264 - TPS 5% GST	\$	
			1001673382 - TVQ 9.975% QST	\$	
			TOTAL	\$	
			COMPAGNIE / COMPANY		# STAND BOOTH #

NACUFS

March 21, 2019

Palais des congrès de Montréal

 Date butoir pour prix escompté - *Deadline date for discount price*

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6 MARS

20 MARS

March 6
March 20

***** Avant de commander votre tapis, assurez-vous que la salle n'est pas déjà recouverte de tapis *****
Before ordering a carpet, please verify that the room is not already carpeted

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
---------	------	-------------	----------------------------	---------------------------	-------

Tapis standard / Standard Carpet

	0576	10' x 10' Tapis standard / Standard Carpet	234,50 \$	325,50 \$	
	0577	10' x 20' Tapis standard / Standard Carpet	470,00 \$	653,00 \$	
	0579	10' x 30' Tapis standard / Standard Carpet	704,00 \$	977,50 \$	

Tapis grandeur spéciale / Custom-Cut Carpet

Pour tout tapis de grandeur différente de celles présentées dans la section ci-haut, un tapis de grandeur spéciale sera facturé au pied carré. Aucune exception

For any carpet dimensions other than those specified above, a custom-cut carpet will be charged by square foot. No exceptions.

	0580	_____ ' X _____ ' = _____ Pi.Ca/ Sq. Ft.	3,50 \$	4,96 \$	
--	------	--	---------	---------	--

Sous-tapis / Underpadding

	CU1010	Sous-tapis 10' x 10' Underpadding	152,00 \$	211,00 \$	
	CU1020	Sous-tapis 10' x 20' Underpadding	303,50 \$	421,50 \$	
	CU1030	Sous-tapis 10' x 30' Underpadding	450,00 \$	625,00 \$	
	0564-B	_____ ' X _____ ' = _____ Pi.Ca/ Sq. Ft.	2,00 \$	2,75 \$	

Recouvrement de plastique / Plastic Covering for Protection

	0564-A0	_____ ' X _____ ' = _____ Pi.Ca/ Sq. Ft.	1,50 \$	2,08 \$	
--	---------	--	---------	---------	--

Forfait Tapis (Inclut le tapis et le sous-tapis) / Carpet Package (Includes carpet and underpadding)

	0570-AA	Forfait tapis 10' x 10' Carpet Package	348,00 \$	483,00 \$	
	0570-BA	Forfait tapis 10' x 20' Carpet Package	696,00 \$	967,00 \$	
	0570-CA	Forfait tapis 10' x 30' Carpet Package	1 038,00 \$	1 442,00 \$	
	570	_____ ' X _____ ' = _____ Pi.Ca/ Sq. Ft.	4,50 \$	6,59 \$	

Couleur de tapis / Colour Choice
 Noir/Black

 Bleu/Blue

 Gris/Grey

 Rouge/Red


Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire. Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Canada Ltée stipulées dans ce catalogue de l'exposant.

Frais d'annulation: Après le début du montage du salon, toute annulation sera facturée à 100% du coût original.

The payment & credit card authorization form MUST accompany this form.

All orders are governed by the GES Canada Ltd. Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

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

Montant / Amount	\$
104060264 - TPS 5% GST	\$
1001673382 - TVQ 9.975% QST	\$
TOTAL	\$

COMPAGNIE / COMPANY
**STAND #
BOOTH #**

Faites parvenir votre commande par:

Télécopieur | Fax 1 (514) 367-5115

Please send your order by:

Courriel | E-mail montreal@ges.com



GENERAL CONDITIONS

1. Prices quoted are in effect for the duration of the event and include labor and 24-hour service.
2. Any exhibitor requiring load-in excess should notify GES Global Experience Specialists.
3. All material supplied by GES Global Experience Specialists for the installation, rental and maintenance of the electrical works remains the property of GES Global Experience Specialists. The exhibitor will be responsible for any damaged, broken, lost or stolen equipment.
4. The price of an outlet includes the supply of this outlet at the rear of the exhibitor's booth. Any connection or disconnection such as to machine terminals is an additional charge.
5. Prices and labour rates are based on current wage scales and may be subject to change without notice.
6. **No power sharing:** Power that is rented by the exhibitor or by a supplier on behalf of the exhibitor or by any other customer is for use in only exhibit or booth and cannot be shared with another exhibit i.e. a 1500 watt outlet amp. service, etc. rented by one customer, supplier or exhibitor cannot be broken up into smaller units of power and used free of charge in another customer's booth or exhibit. The party that ordered the power will be responsible for the payment of the power supplied to these other booths as well as for the payment of the electrical power originally ordered, all as per listed catalogues prices. The minimum charge to any one exhibitor using power is for one 1500 watt outlet current prices.
7. For rooms on the **5th floor**, additional fees may apply for electrical installations.
8. Labour is billed with a minimum of 1 hour.

ELECTRICAL REGULATIONS

1. The board of Electrical Examiners has the power to refuse connections where wiring constitutes a fire hazard, and does not meet the requirements of the Board of Fire Underwriters.
2. All motors above 1/2 hp, must be supplied with their own starters and disconnecting switches.
3. Specialty built displays and panels must have electrical wiring accessible for inspection and trouble shooting at all times; they must be accessible from sides or rear and not solidly built-in.
4. GES Global Experience Specialists is not responsible for power failure or any other equipment failure and resulting damages.
5. No individual lighthouse circuit shall exceed 1,500 watts of lighting. Where the exhibitor furnished his own fuse protection for a display board and wattage is over 2,000 or 2 circuits, the board shall be wired for 120-208 volts, 3 wire main feed lines. To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage.
6. Connections from outlets to equipment must be performed by accredited PCM personnel and may include additional labour and equipment pricing.
7. Exhibitor must himself disconnect the control switch in his booth of all moving or operating devices before leaving at the closing hour of each show period.
8. Before show breaks on final day, stop your machinery and position it for dismantling, because power cannot be turned on again for hours after.
9. The above prices cover complete installation of all necessary feeders, Panels and Circuit Wiring. Inspection fees, Maintenance Electricians and Dismantling of Electrical Equipment at end of Exhibition.
9. All dimmers must be three-phased.

CANCELLATION POLICY & CLAIMS

1. No fees or penalties shall be charged by GES to the customer if the service is cancelled by the customer prior to the setup period.
2. All items cancelled after move-in begins, will be charged at 100% of the original price.
3. All claims on electrical charges must be filed prior to the closing of the show to be considered.

NACUFS
 March 21, 2019
 Palais des congrès de Montréal

Date butoir pour prix escompté - *Deadline date for discount price*
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6 MARS
 20 MARS

March 6
 March 20

Qty	Code	Description	Discount \$	Regular \$	Total
Outlets - All power provided from floor and supplied at rear of booth unless floor plan provided					
	3500-106	15A - 120V (1500W) standard outlet	233,00 \$	290,50 \$	
	3500-110	15A - 208V - single phase	454,00 \$	566,50 \$	
	3500-111	15A - 208V - three-phase	454,00 \$	566,50 \$	
	3500-112	20A - 120V - single phase	335,00 \$	418,00 \$	
	3500-113	20A - 208V - single phase	615,00 \$	769,50 \$	
	3500-116	30A - 208V - single phase	716,00 \$	892,00 \$	
	3500-117	30A - 208V - three-phase	716,00 \$	892,00 \$	
	3500-129	60A - 208V - three-phase <input type="checkbox"/> Camlock <input type="checkbox"/> Hubble	716,00 \$	892,00 \$	
	3500-132	100A - 208V - three-phase <input type="checkbox"/> Camlock <input type="checkbox"/> Hubble	1 271,00 \$	1 587,00 \$	
	3500-135	200A - 208V - three-phase <input checked="" type="checkbox"/> Camlock	1 725,50 \$	2 155,00 \$	
	3500-138	400A - 208V - three-phase <input checked="" type="checkbox"/> Camlock	2 393,50 \$	2 990,00 \$	
Positioning					
	3500-201	Ceiling outlet - price on demand	-	-	
Labour - Troubleshooting or Special Wiring (price per hour)					
	3500-LR	Standard time (MON to FRI from 7:30am to 11:30pm)	135,00 \$	171,00 \$	
	3500-LO	Overtime (MON to FRI from 11:31pm to 7:29am)	206,00 \$	256,50 \$	
	3500-LD	Double time (Weekends and holidays)	274,00 \$	341,00 \$	
Additional Items					
	0257	Extension cord - 30'	48,50 \$	59,50 \$	
	0258	Power Bar	29,00 \$	36,00 \$	
		European Adaptor - price on demand	-		
	FE-100	Fire extinguisher	86,50 \$	109,00 \$	

EUROPEAN EQUIPMENT?

Inform us and supply technical sheets

The payment & credit card authorization form MUST accompany this form. All orders are governed by the GES Canada Ltd Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

Amount	\$
104060264 - TPS 5% GST	\$
1001673382 - TVQ 9.975% QST	\$
TOTAL	\$
Company	STAND #

Faites parvenir votre commande par:

Please send your order by:

Télécopieur Fax 1 (514) 367-5115

Courriel | E-mail montreal@ges.com

NACUFS
 March 21, 2019
 Palais des congrès de Montréal

BOOTH #:

COMPANY NAME:

Date butoir pour prix escompté - *Deadline date for discount price*
 Date butoir pour prix régulier - *Deadline date for regular price*

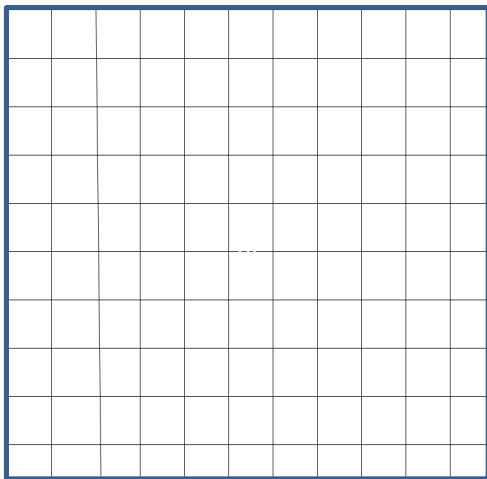
6 MARS
20 MARS

March 6
March 20

If you don't have a Booth Design Layout to provide, please use the following template to indicate electrical, wired internet, plumbing and compressed air positions

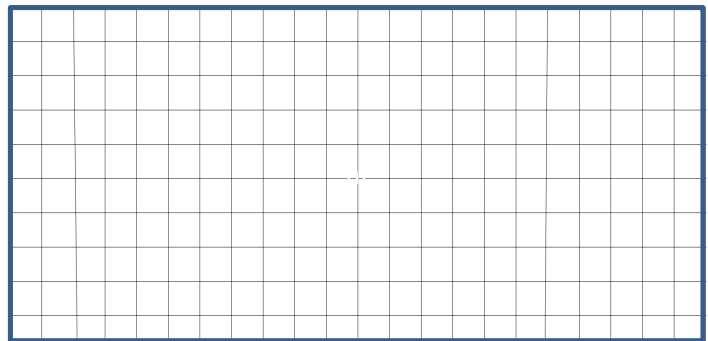
10' x 10' (3m x 3m)

 Aisle or booth



10' x 20' (3m x 6m)

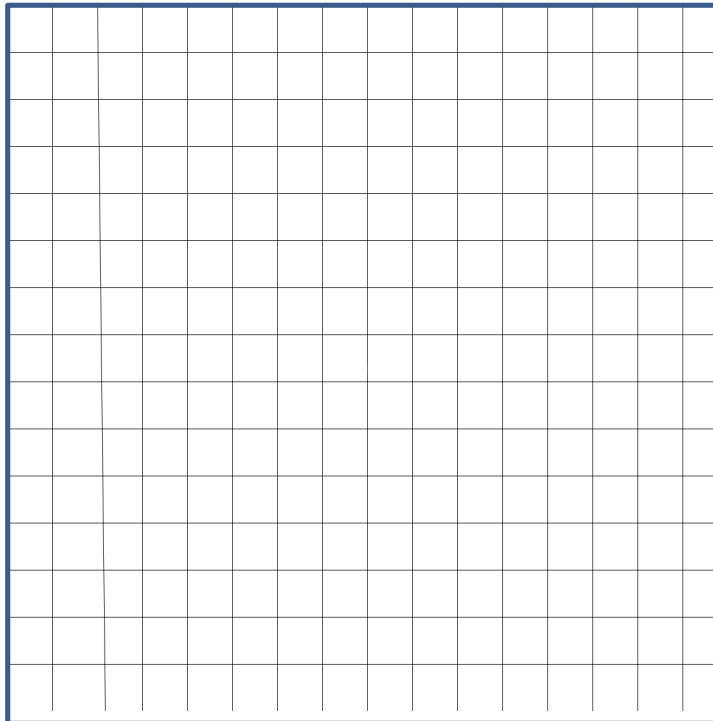
 Aisle or booth



 Aisle or booth

20' x 20' (6m x 6m)

 Aisle or booth



References

- x** = electrical outlet
- w** = wired internet
- p** = plumbing
- a** = compressed air
- b** = banner hanging



CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name: _____ **Show / Event Dates:** _____

Services Required (Please select one):
 Customs Clearance and Shipping Services
 Custom Clearance Only
 Shipping Only

SHIPPER INFO (SHIPPING FROM)		
Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

DELIVERY INFO (GOING TO)		
Company Name:	Booth#	
Venue Name:		
Address:		
City:	State/Prov:	Zip/Post:
On-site Contact Name:		Cell:
Email:		

RETURN SHIPPING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

INVOICING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)			
Charge to:	VISA	MASTERCARD	AMEX
Cardholder Name:	Title:		
Credit Card Number:	CVV:	Expiry Date:	
<small>I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).</small>			
Cardholder Signature:	Date:		

SHIPMENT INFORMATION	
Carrier Name (If not using ConsultExpo):	Carrier Contact Name:
Carrier Contact Tel:	Carrier Contact Email:
Pick-up Date:	Hours of Operation:
Delivery Date:	Delivery Time:

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches) X Width (Inches) X Height (Inches)	@ Weight (LBS) Each	Per Piece (LBS)	Total (LBS)
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
Total Pieces				Total Weight	

Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck
 Additional Services Required: Lift Gate Inside Pick Up / Delivery Special Service (Please Specify) Check to Decline Cargo Insurance (see below)

Cargo Insurance / Declared Value
 Unless declined, cargo insurance will apply at the rate of \$1.25 per \$100.00 in value (min \$125) per shipment with a \$1000 deductible applicable / maximum liability limit is \$250,000CAD. Coverage is limited to the portion of the shipment lost or damaged. Subject to the terms and conditions of liability for loss/damage, stated below. Should you opt to decline cargo insurance through ConsultExpo, this shipment will only be covered under basic carrier liability, directly with the carrier. In this case maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment.

Terms and conditions
 This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE	I have Read and agree to the terms of this contract.
Signature:	
Name:	
Title:	
Date:	

ACCEPTED BY CONSULTEXPO	
Signature:	
Name:	
Title:	
Date:	



CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name: INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 **Show / Event Dates:** SEPTEMBER 22-25

Services Required (Please select one):

- Customs Clearance and Shipping Services
 Custom Clearance Only
 Shipping Only

SHIPPER INFO (SHIPPING FROM)

Company Name: "EXHIBITING COMPANY NAME"
 IRS# 12-3456786
 Address: 123 SESAME STREET
 City: LANGHORNE State/Prov: PA Zip/Post: 19047
 Contact Name: MARY PARKER Tel: 709-888-0970
 Email: MPARKER@EMAIL.COM Fax: 709-888-7788

DELIVERY INFO (GOING TO)

Company Name: "EXHIBITING COMPANY NAME" Booth# 1232
 Venue Name: EVENT FACILITY NAME
 Address: 123 CONVENTION CENTER WAY
 City: MONTREAL State/Prov: QC Zip/Post: H1X 1X1
 On-site Contact Name: MARY PARKER Cell: 555-222-6655
 Email: MPARKER@EMAIL.COM

RETURN SHIPPING INFORMATION SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"
 IRS# 12-3456786
 Address: 123 SESAME STREET
 City: LANGHORNE State/Prov: PA Zip/Post: 19047
 Contact Name: MARY PARKER Tel: 709-888-0970
 Email: MPARKER@EMAIL.COM Fax: 709-888-7788

INVOICING INFORMATION SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"
 IRS# 12-3456786
 Address: 123 SESAME STREET
 City: LANGHORNE State/Prov: PA Zip/Post: 19047
 Contact Name: MARY PARKER Tel: 709-888-0970
 Email: MPARKER@EMAIL.COM Fax: 709-888-7788

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)

Charge to: VISA MASTERCARD
 Cardholder Name: MARY PARKER Title: YOUR TITLE
 Credit Card Number: XXXX XXXX XXXX XXXX CVV: xxx Expiry Date: MM/DD
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).
 Cardholder Signature: _____ Date: _____

SHIPMENT INFORMATION

Carrier Name (If not using ConsultExpo): CONSULTEXPO INC Carrier Contact Name: COORDINATOR NAME
 Carrier Contact Tel: 514-709-0781 Carrier Contact Email: _____
 Pick-up Date: 11/12/2022 Hours of Operation: 8am - 5pm
 Delivery Date: 09/22/2022 Delivery Time: 8am

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches)	X	Width (Inches)	X	Height (Inches)		Per Piece (LBS)	Total (LBS)
5	cases	44	X	15	X	15	@ Weight (LBS) Each	100	500
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
5	Total Pieces							Total Weight	500

Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck
 Additional Services Required: Lift Gate Inside Pick Up / Delivery Special Service (Please Specify)

Cargo Insurance / Declared Value
 This shipment is covered under basic carrier liability, directly with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with ConsultExpo Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact ConsultExpo Inc. for more information on Cargo Insurance.

Terms and conditions
 This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled: 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE I have Read and agree to the terms of this contract.

Signature: _____
 Name: MARY PARKER
 Title: PRESIDENT
 Date: 08/15/2022

ACCEPTED BY CONSULTEXPO

Signature: _____
 Name: _____
 Title: _____
 Date: _____



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED **B** when completed
PROTÉGÉ **B** une fois rempli

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	
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	
11. Number of packages Nombre de colis		9. Conditions of sale 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.)	
		10. Currency of settlement - Devises du paiement	
12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)		13. Quantity (state unit) Quantité (précisez l'unité)	
14. Unit price Prix unitaire		15. Total	
		16. Total weight - Poids total Net _____ Gross - Brut _____	
17. Invoice total Total de la facture		18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>	
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 (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____ (iii) Export packing Le coût de l'emballage d'exportation _____		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____	
25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>			



1. Vendor (name and address) - Vendeur (nom et adresse) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA 19047 USA		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 n° de commande de l'acheteur)					
4. Consignee (name and address) - Destinataire (nom et adresse) "EXHIBITING COMPANY NAME" C/O INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 EVENT FACILITY NAME 123 CONVENTION CENTER WAY MONTREAL, QC H1X 1X1		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) N/A					
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada ConsultExpo Logistics INC, CHICAGO, IL		6. Country of transshipment - Pays de transbordement N/A					
11. Number of packages Nombre de colis		12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)		13. Quantity (state unit) Quantité (précisez l'unité)	7. Country of origin of goods Pays d'origine des marchandises USA / CHINA		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
5		PLASTIC CRATES CONTAINING BOOTH STRUCTURE - MADE IN USA LITERATURE - MADE IN USA KEYCHAINS - MADE IN CHINA		5 1000 50	\$1,000.00 \$0.10 \$0.50	\$5,000.00 \$100.00 \$25.00	
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>		16. Total weight - Poids total Net Gross - Brut 500		17. Invoice total Total de la facture \$5,125.00			
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) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA					
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/>					
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour achat (iii) Export packing Le coût de l'emballage d'exportation		25. Check (if applicable): Cochez (s'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>			

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Terms & Conditions of Contract and Limits of Liability & Responsibility

I. Definitions:

Agents: GES Canada Ltd.'s agents, sub-contractors, carriers, and the agents of each.
Customer: Exhibitor or other party requesting services from GES Canada Ltd.
Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.
Shipper: Party who tenders Goods to Carrier for transportation.
Goods: Exhibits, property, and commodities of any type for which GES Canada Ltd. is requested to perform services.
Cold Storage: Holding of Goods in a climate controlled area.
Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.
Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.
Show Site: The venue or place where an exposition or event takes place.
Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES Canada Ltd.
Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES Canada Ltd. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES Canada Ltd., and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES Canada Ltd. or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:

Payment for Services. Customer shall be liable for all unpaid charges for services performed by GES Canada Ltd. or Agents. Customer authorizes GES Canada Ltd. to charge it's credit card directly for services rendered on it's behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES Canada Ltd. has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES Canada Ltd., GES Canada Ltd. is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES Canada Ltd.: Except to the extent of GES Canada Ltd.'s own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Canada Ltd. from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES Canada Ltd. harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES Canada Ltd. to Customer: To the extent of GES Canada Ltd.'s own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Canada Ltd. shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES Canada Ltd. assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods

Negligence standard: GES Canada Ltd. shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES Canada Ltd.

Condition of Goods: GES Canada Ltd. shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Canada Ltd. shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES Canada Ltd. shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES Canada Ltd. shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES Canada Ltd. assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES Canada Ltd. assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES Canada Ltd. assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring it's own Goods for any and all risk of loss.

Labour: GES Canada Ltd. assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Canada Ltd. provided labour. If GES Canada Ltd. supervises labour for a fee, GES Canada Ltd. shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES Canada Ltd. and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.



Terms & Conditions of Contract and Limits of Liability & Responsibility

Empty Storage: GES Canada Ltd. assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Canada Ltd. Service centre for empty container storage. Damage that is the direct result of GES Canada Ltd.'s negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES Canada Ltd. shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES Canada Ltd. has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES Canada Ltd. is authorized to proceed in the manner chosen by the Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES Canada Ltd.'s discretion, and at Customer's expense assuming the Goods are labeled for return. GES Canada Ltd. retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES Canada Ltd. shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES Canada Ltd. shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES Canada Ltd. will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES Canada Ltd.'s liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

No Insurance: GES Canada Ltd. is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES Canada Ltd. performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES Canada Ltd. within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES Canada Ltd. within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Canada Ltd. Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES Canada Ltd., Customer will not withhold payment or any amount due GES Canada Ltd. for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Canada Ltd. prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Canada Ltd. shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Canada Ltd. reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Quebec.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES Canada Ltd.'s liability for Customer's Goods:

The responsibility of GES Canada Ltd. with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES Canada Ltd. shall be liable only for loss or damage to Goods caused by GES Canada Ltd.' sole negligence. GES Canada Ltd.'s liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES Canada Ltd. is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES Canada Ltd.'s immediate control. GES Canada Ltd. is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Canada Ltd. is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Canada Ltd. In no event shall GES Canada Ltd. be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES Canada Ltd. as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Canada Ltd. recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA LTD. OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

La sécurité est très importante pour toutes les personnes qui travaillent dans la salle d'exposition, surtout la vôtre !

GES Canada Ltée fait de la sécurité sa priorité. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'évènement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'évènement plus sécuritaire et agréable pour vous et vos confrères exposants. Veuillez vous référer et respecter la liste des conseils de prévention de pertes que vous trouverez ci-dessous. Ces directives aideront à améliorer la sécurité de l'évènement en général et de prévenir des blessures aux exposants, aux employés et à vous. Amusez-vous et faites-le en toute sécurité! Merci de votre collaboration !

Guide de conseils de prévention de perte pour les exposants sur le site de l'évènement.

- Il est strictement INTERDIT de fumer dans le hall d'exposition.
- Il est INTERDIT de monter debout sur les chaises, tables ou tout autre mobilier. Veuillez utiliser une échelle ou demander de l'aide auprès du personnel de GES .
- Seuls les employés autorisés de GES Canada Ltée ont l'autorisation d'opérer les chariots élévateurs ainsi que les transpalettes. Demandez de l'aide.
- Faites attention aux chariots élévateurs qui circulent dans les allées et sur les débarcadères. Veuillez s.v.p. vous tenir loin de ces appareils, surtout lorsqu'ils transportent une charge ou une palette.
- Ne jamais courir dans le hall d'exposition. S.V.P. veuillez marcher. Attention où vous mettez les pieds dans les allées et restez loin des débarcadères.
- Les fils électriques ainsi que les extensions peuvent être dangereux s'ils sont effilochés ou étendus dans une allée. S.V.P. veuillez vérifier l'état des fils. Pour toute assistance ou pour remplacer un fil endommagé, veuillez aviser le responsable des services électriques. Ne pas surcharger les prises électriques.
- S.V.P. veuillez garder les sorties de secours dégagées. Si vous êtes témoin d'un feu, veuillez le signaler immédiatement ou actionner l'alarme de feu le plus près.
- Si vous renversez quelque chose, ou apercevez un liquide renversé, veuillez le signaler immédiatement.
- Gardez votre espace propre. Jetez les débris et disposez votre matériel de façon sécuritaire.
- Les allées doivent demeurer propres et sans débris.
- Assurez-vous que vos effets de grandes valeurs sont placés dans un endroit sécuritaire dans le hall d'exposition. Les articles laissés sans supervision dans les kiosques peuvent être la cible de vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES.

Safety is very important for everyone working in the exhibit hall, especially you!

GES Canada Ltd. is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Canada Ltd. supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES Canada Ltd. personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Canada Ltd. personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Apply good housekeeping. Dispose of any waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.