

Show Information

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

Canadian Association of Fire Chiefs

Hyatt Regency
September 13-15, 2019

Discount Deadline Date:

August 30, 2019

Official Service Provider

Global Experience Specialists, Inc. (GES)

#25, 5805 – 76 Ave SE
Calgary, AB
T2C 5L8

Phone: (403) 243-2212
Fax: (403) 243-3868

Toll Free: (800) 636-8235
Email: exhibitorserviceswest@ges.com

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

Booth Size: 10' x 10' and tabletops
Backwall Drape: Black
Sidewall Drape: Black
Booth Carpet Colour: Venue Carpeted
Aisle Carpet Colour: Venue Carpeted

Standard Booth Package Includes:

10 x 10 includes: 8' black backwall, 3' black sidewall, 1-6' black skirted table, 2 contour chairs

Tabletop includes: No drape, 1-6' black skirted table, 2 contour chairs

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

Discount Deadline Date: August 30, 2019

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

Advance Warehouse Receiving Dates: August 26, 2019

September 6, 2019

Exhibitor Move In Dates: September 13, 2019

from 3 PM - 7 PM

GES On-Site Service Desk Dates: GES on site from 10 AM until 6 PM on September 13, 2019

Show Open Dates: September 14 - 15, 2019

Exhibitor Move Out Dates: September 15, 2019

from 3 PM - 7 PM

Carrier Check-in Post Show: September 15, 2019

6 PM

Facility must be clear by: September 15, 2019

7 PM

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

Advance Shipments to Warehouse Address:

Shipments should arrive on or between:

c/o GES/ Canadian Association of Fire Chiefs August 26, 2019
#25, 5805 - 76 Ave SE
Calgary, AB T2C 5L8
Canada

until September 6, 2019
Warehouse receiving hours are:
8:00 AM to 4:00 PM Monday to Friday
The warehouse is closed on weekends and holidays.

*See shipping label in the exhibitor manual.

Direct Shipments to Showsite Address:

Direct to Showsite Receiving Dates:

c/o GES/ Canadian Association of Fire Chiefs September 13, 2019
Hyatt Regency
700 Centre St S E
Calgary, AB T2G 5P6
Canada

Shipments to begin arriving at: 9 AM

Receiving dock closes at: 4 PM

See shipping label in the exhibitor manual.

*Please note the move-in dates and times.

Payment and Credit Card Authorization

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Exhibiting Firm Company Name				Booth Number
Street Address	City	Province/State	Postal Code/ZIP	Country
Name of Primary Contact	Phone	Email		
Name of Contact at Booth/Showsite	Phone	Email		
Please indicate if you will be using a Third Party for billing of services:		Method of Payment		
<input type="checkbox"/> No <input type="checkbox"/> Yes – Please return Third Party Billing Request Form		<input type="checkbox"/> Credit Card <input type="checkbox"/> EFT/Wire Transfer <input type="checkbox"/> Cheque		

Discount Pricing

- To qualify for **Discount Pricing**, orders must be received **with payment in full on or before the deadline date**. Late orders will be charged the **Regular Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Regular Price**.

Method of Payment

- GES accepts American Express, MasterCard, Visa, Debit Card, Cheque and EFT/Bank Wire Transfers. Purchase Orders are not considered payment.
- Exhibitors will be **charged a \$25.00 fee** for returned NSF cheques.

Bank Wire Transfer Information

- To properly credit your account, please complete the **Electronic Funds/Wire Transfer Form** included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the **Electronic Funds/Wire Transfer Form**.
- NOTE:** There is a minimum \$20.00 Service Charge (North America), \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.

Payment Schedule

- Payment for all services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **Credit Card Authorization** on file.

Third Party Billing

- You may arrange for an exhibit house or other agent to manage your exhibit & order services on your behalf. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **Third Party Billing Request Form**.

Adjustments and Cancellations

- Adjustments to your invoice will not be made after the close of the show. Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

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

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

Cardholder Name - Please Print				
Billing Address				
City	Province/State	Postal Code/Zip	Country	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card		
		<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card		
		<input type="checkbox"/> American Express		

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

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

Please Sign	X
	Authorized Signature
	Authorized Name - Please Print
	Date

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

Total Payment Enclosed

\$

GST # R104060264

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



Third Party Billing Form

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Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

August 30, 2019

Exhibiting Firm Company Name	Email	Phone Number	Booth Number
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Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services

Step 1. Provide the Exhibiting Company contact information and signature

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

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

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

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

Step 3. Provide the Third Party contact information

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

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

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

Cardholder Name - Please Print

Billing Address

City	Province/State	Postal Code/Zip	Country
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Method of Payment

☐ Credit Card ☐ EFT/Wire Transfer ☐ Cheque

Account Number

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Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

GST # R104060264

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



Electronic Funds/Wire Transfer Form

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

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable

GES Canada Limited

Email: ar@ges.com Fax: 905-283-0501

GES Bank Information

Please include all of the following information to ensure your funds reach our bank

Beneficiary's Name:

Bank Name:

Address:

GES Canada Limited

Bank of Montreal

350 – 7th Avenue SW

Calgary, AB

T2P 3N9

If you are sending
Canadian Dollars (\$CDN)

EFT/Direct Deposit

If you are sending
American Dollars (\$US)

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

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

Wire Transfers

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

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

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

Invoice Amount: _____

Date of Transfer: _____

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

Total: _____

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

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

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

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

Carpet Order Form

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

Canadian Association of Fire Chiefs

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September 13-15, 2019

Discount Deadline Date:

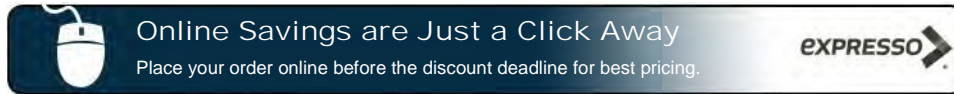
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.
- Orders for Carpet Pad and Plastic Covering will be charged at a minimum of 100 Sq.Ft.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Carpet colour subject to availability.

Carpet

Standard Color Options

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



(Black)



(Blue)



(Grey)



(Red)

Item Code	Description	Color	Discount (\$)	Standard (\$)	Qty	Tax %	Total
C1010	Pre-Cut Standard Carpet 10'x10'		193.00	270.00		5.00	\$
C1020	Pre-Cut Standard Carpet 10'x20'		386.00	540.00		5.00	\$
C1030	Pre-Cut Standard Carpet 10'x30'		580.00	812.00		5.00	\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq.Ft.

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CUSTC	Standard Carpet Custom-Cut, Per Sq.Ft.		1.93 / Sq.Ft.	2.70 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CACU	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.30 / Sq.Ft.	1.82 / Sq.Ft.		5.00	\$
CACU	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.	2.60 / Sq.Ft.	3.64 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CAPC	Carpet Plastic Covering, Per Sq.Ft.	0.29 / Sq.Ft.	0.41 / Sq.Ft.		5.00	\$

If ordering electrical or telecommunications services, will under carpet wiring be required? ☐ Yes ☐ No

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

Please
Sign

X

Authorized Signature

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

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **100%** of original price after installation.

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



Booth Cleaning Order Form

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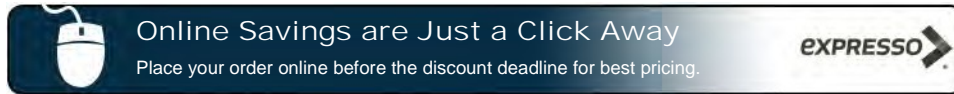
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- Cost of services will be invoiced based on the total area of your booth.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Step 1. Calculate Booth Square Footage

Width 100 X Length 100 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Item Code	Description	Discount (\$)	Standard (\$)	Total Sq. Ft.	# of Days	Tax %	Total
BCICSF1	Initial Cleaning 50 – 600 sq. ft.	0.49 / Sq.Ft.	0.69 / Sq.Ft.		1	5.00	\$
BCICSF2	Initial Cleaning 601 – 1000 sq. ft.	0.38 / Sq.Ft.	0.53 / Sq.Ft.		1	5.00	\$
BCICSF3	Initial Cleaning over 1000 sq. ft.	0.28 / Sq.Ft.	0.39 / Sq.Ft.		1	5.00	\$
BCDCSF	Daily Cleaning (per sq. ft. per day)	0.24 / Sq.Ft.	0.34 / Sq.Ft.			5.00	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

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

Cancellation Policy: No cancellations after move-in begins. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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



Furnishings Order Form

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Canadian Association of Fire Chiefs

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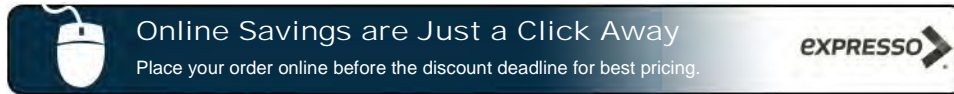
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Standard Furnishings

Chairs

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
30050	Grey Contour Chair	36.50	51.00		5.00	\$
FGFSC	Grey Fabric Side Chair	49.00	68.50		5.00	\$
FGFAC	Grey Fabric Arm Chair	50.50	70.50		5.00	\$
FGFCS	Grey Fabric Counter Stool	107.00	150.00		5.00	\$

Pedestal Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FPEDT40	Cocktail Table – 30" round, 40" high	108.00	151.00		5.00	\$
FPEDT	Starbase Table – 30" round, 30" high	89.00	125.00		5.00	\$
FCOFT	Coffee Table – 30" round, 18" high	68.00	95.00		5.00	\$

Accessories

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FCS	Pair of Tape Stanchions	104.00	146.00		5.00	\$
FCS	Additional Tape Stanchions / ea.	52.00	73.00		5.00	\$
FESL	Aluminum Easel	49.00	69.00		5.00	\$
FCT	Coat Tree	38.00	53.00		5.00	\$
FBH	Bag Stand 41"H	81.00	113.00		5.00	\$
FLR	Literature Rack	96.00	134.00		5.00	\$
FCSH	Sign Holder, Chrome, 22"x28" (Sign Extra)	58.00	81.00		5.00	\$
FSBD	Gold Ballot Drum, Small, Table Top	78.00	109.00		5.00	\$
FWB	Wastebasket	27.00	38.00		5.00	\$
FCSU	White Counter Storage Unit 40"H	167.00	234.00		5.00	\$

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

Please
Sign

X

Authorized Signature

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

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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



Furnishings Order Form

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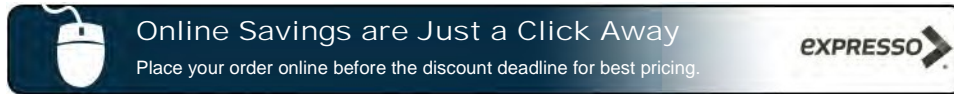
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Standard Furnishings

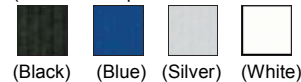
Table Skirt Color Options

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



Counter Skirt Color Options

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



Skirted Tables

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
DT4	Table 4', Skirted 4 Sides, 30" High, 24" Wide		101.00	141.00		5.00	\$
DT6	Table 6', Skirted 3 Sides, 30" High, 24" Wide		111.00	155.00		5.00	\$
DT8	Table 8', Skirted 3 Sides, 30" High, 24" Wide		119.00	167.00		5.00	\$
DTS4S	Table, Skirt 4th Side		43.00	60.00		5.00	\$

Unskirted Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
UD4	Table 4', Unskirted, 30" High, 24" Wide	57.00	80.00		5.00	\$
UD6	Table 6', Unskirted, 30" High, 24" Wide	67.00	94.00		5.00	\$
UD8	Table 8', Unskirted, 30" High, 24" Wide	76.00	106.00		5.00	\$

Skirted Counters

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RD4	Table 4', Skirted 4 Sides, 42" High, 24" Wide		115.00	161.00		5.00	\$
RD6	Table 6', Skirted 3 Sides, 42" High, 24" Wide		141.00	197.00		5.00	\$
RD8	Table 8', Skirted 3 Sides, 42" High, 24" Wide		173.00	242.00		5.00	\$
DTS4S	Table, Skirt 4th Side		52.50	73.50		5.00	\$

Unskirted Counters

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RUD4	Table 4', Unskirted, 42" High, 24" Wide	71.00	99.00		5.00	\$
RUD6	Table 6', Unskirted, 42" High, 24" Wide	98.00	137.00		5.00	\$
RUD8	Table 8', Unskirted, 42" High, 24" Wide	129.00	181.00		5.00	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: No refunds/exchanges on cancelled skirted tables prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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



Specialty Furniture Order Form

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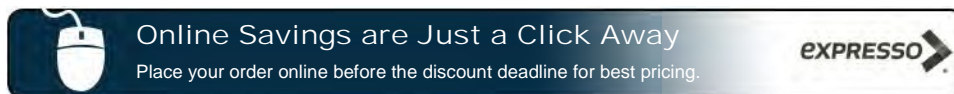
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Orders will not be processed until payment has been received.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Colours, sizes and styles may vary slightly.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Specialty Furniture

Soft Seating

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE001	White Leather Sofa	399.00	559.00		5.00	\$
SPE002	White Leather Love Seat	290.00	406.00		5.00	\$
SPE003	White Leather Armchair	225.00	315.00		5.00	\$
SPE004	Espresso Leather Sofa	399.00	559.00		5.00	\$
SPE005	Espresso Leather Love Seat	290.00	406.00		5.00	\$
SPE006	Espresso Leather Armchair	225.00	315.00		5.00	\$

Tables

SPE015	Coffee Table	129.00	181.00		5.00	\$
SPE016	End Table	90.00	126.00		5.00	\$
SPE009	Glass Top Dining Table	308.00	431.00		5.00	\$

Seating

SPE010	Fabric Dining Chair	106.00	148.00		5.00	\$
SPE012	White Fabric Tub Chair	196.00	274.00		5.00	\$

Stools

SPE019	White Pump Stool	140.00	196.00		5.00	\$
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Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

GST # R104060264

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

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



Exhibit Systems Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

August 30, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

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



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Payment may be made by cheque up to two weeks prior to the 1st day of move in.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

Standard Exhibits

13 oz. Carpet Colour Options



(Black)



(Blue)



(Grey)



(Red)

Exhibit Panel Colour Options

(Black) (White) (Grey) (Autumn Glow) (Hardrock Maple)

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GER001	Standard Model #1, 10' x 10' Inline	1364.00	1910.00		5.00	\$
GER002	Standard Model #2, 10' x 10' Inline	1523.00	2132.00		5.00	\$
GER003	Standard Model #3, 10' x 10' Inline	1478.00	2069.00		5.00	\$
GER004	Standard Model #4, 10' x 20' Inline	2024.00	2834.00		5.00	\$
GER005	Standard Model #5, 10' x 20' Inline	2251.00	3151.00		5.00	\$
GER006	Standard Model #6, 10' x 20' Inline	2203.00	3084.00		5.00	\$
	Custom Header Sign	112.00	157.00		5.00	\$
You can upload your file(s) to: https://file.ges.com/ Enter cgraphics@ges.com in the "Recipient Email Address" field. IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"						
Models 1, 2, 5 Identification Sign to Read: _____						
Model 4, Identification Signs to Read: Left: _____ Right: _____						
Carpet Colour: _____ Panel Colour: _____ <i>All carpet and panel colours subject to availability</i>						

Please indicate date and time of arrival:

Date of Arrival

Time of Arrival:

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

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

Cancellation Policy: No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.

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



Exhibit Accessories Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

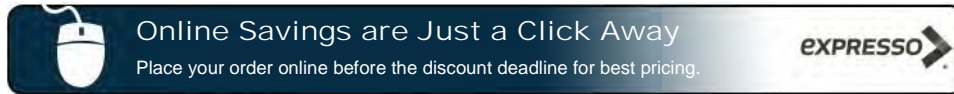
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in any GES rental items.
- Changes to the structure design or graphics will result in additional fees.

Standard Accessories

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
PED001	Pedestal (White) 20"L x 20"W x 28"H	113.00	158.00		5.00	\$
PED002	Pedestal (White) 20"L x 20"W x 36"H	113.00	158.00		5.00	\$
GPML	Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16" - 28" & 28" - 40")	565.00	791.00		5.00	\$
GSC	Storage Counter (White) 80"L X 20"W X 40"H	336.00	470.00		5.00	\$
GCC	Curved Counter (White) 60"L X 20"W X 40"H	230.00	322.00		5.00	\$
G99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	230.00	322.00		5.00	\$
G99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	235.00	329.00		5.00	\$
G99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	340.00	476.00		5.00	\$
G99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	480.00	672.00		5.00	\$

GEM Booth Accessories

Designed to fit GES hardwall booths.

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GWF	Waterfall With Eight Hooks	23.00	32.00		5.00	\$
GGR	Garment Rail 39"W	59.00	83.00		5.00	\$
GFS	Shelves - Flat 37"L X 12"W	49.00	69.00		5.00	\$
GAS	Shelves - Angled 37"L X 12"W	49.00	69.00		5.00	\$
GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	136.00	190.00		5.00	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.

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



Graphics Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

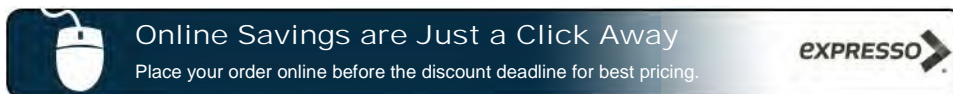
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

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

Graphics and Signage

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	136.00	190.00		5.00	\$
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	106.00	148.00		5.00	\$
S2844	28"W x 44"H Vertical Sign w/ Easel, Single Sided	144.00	202.00		5.00	\$
SBAN	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	202.00	283.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided	301.00	421.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided	207.00	290.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided	448.00	627.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided	299.00	419.00		5.00	\$
SMISC	Layout and Design Work / hour	77.00	108.00		5.00	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

GST # R104060264

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

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



Electrical & Lighting Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

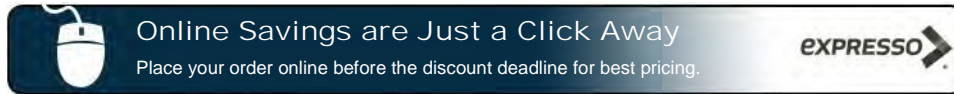
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Electrical & Lighting Options

Electrical - 110 Volt

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
EL1500W	1500 Watt Duplex Outlet	90.00	126.00		5.00	\$
EL2000W	2000 Watt Duplex Outlet	166.00	232.00		5.00	\$

Electrical - 220 Volt - Single Phase

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
ELMISC	220 V / 20 Amp Single Phase (Additional labour charges may apply)	202.00	283.00		5.00	\$
ELMISC	220 V / 30 Amp Single Phase (Additional labour charges may apply)	242.00	339.00		5.00	\$
ELMISC	220 V / 50 Amp Single Phase (Additional labour charges may apply)	324.00	454.00		5.00	\$

Lighting (Does Not Include Power)

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
ELD150F	Flood Light Stand, 2 - 75 Watt Flood Bulbs	80.00	112.00		5.00	\$
ELQL	65 Watt clamp on arm light	102.00	143.00		5.00	\$
ELMISC	Special Hookups & Specialty Lighting	Upon request	Upon request		5.00	\$

Please Note the Following:

- | | |
|--|--|
| <input type="checkbox"/> 24 Hour power - add 50% to the above prices | <input type="checkbox"/> Outside power - add 100 % to the above prices |
| <input type="checkbox"/> Electrician Charge Extra, If Required | <input type="checkbox"/> Additional labour charges may apply for special connections or special wiring |

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: No refunds/exchanges on cancelled electrical or lighting prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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



Plants and Floral Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

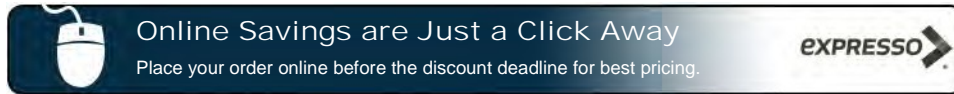
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Plants and Flower Arrangements

Floor and Table Plants

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFP25	2 ft. to 5 ft. Tall	78.00	109.00		5.00	\$
PFP68	6 ft. to 8 ft. Tall	129.00	181.00		5.00	\$
PBF	Boston Fern	68.00	95.00		5.00	\$
PTP	Table Plant – 10"	61.00	85.00		5.00	\$
PMUM	Mums	44.00	62.00		5.00	\$

Flower Arrangements

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFAS	Standard Fresh Flower Arrangement	120.00	168.00		5.00	\$
PFAP	Premium Fresh Flower Arrangement	222.00	311.00		5.00	\$
PFAE	Exotic Fresh Flower Arrangement	156.00	218.00		5.00	\$

PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and Exhibitor Services Department will check on availability and price:

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

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

Cancellation Policy: No refunds/exchanges on site. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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



Installation and Dismantle Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

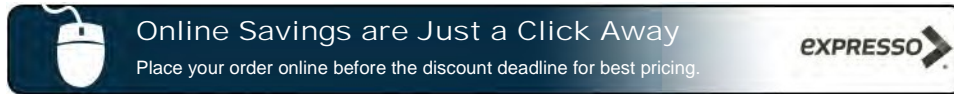
August 30, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Orders placed at show site will be completed in the order in which they are received.
- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the GES desk one-half (½) hour before time requested.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:00 PM.
- Overtime (OT): Monday through Friday from 4:00 PM to 12:00 AM. Saturday & Sunday from 8:00 AM to 4:00 PM.
- Double Time (DT): Monday through Sunday from 12:00 AM to 8:00 AM. Saturday & Sunday from 4:00 PM to 12:00 AM. All Holidays.

Step 1. Order Labour

Item Code	Item Code	Description	Discount (\$)	Show Site (\$)	# Workers	X # Hours	Tax %	Total
LINREG	LOREG	ST Move In/Out	87.50	114.00			5.00	\$
LINOT	LOOT	OT Move In/Out	131.50	171.00			5.00	\$
LINDT	LODT	DT Move In/Out	175.50	228.00			5.00	\$

Step 2. Indicate the Service

Option A: GES Supervision



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, please let us know when you are planning to arrive so that we can schedule accordingly.

- ☐ GES Supervised (OK to proceed without exhibitor.) **(A 30% (\$ 30.00 minimum) surcharge will be added)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract.

Date of Arrival

Time of Arrival

Option B: Exhibitor Supervision



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice. Exhibitor assumes the responsibility and any liability arising for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

- ☐ Exhibitor Supervised

- Indicate workers needed for installation and dismantling.
- Please estimate the number of workers and hours per worker needed for installation.

Move In

Schedule Dates

Schedule Start Time

Schedule End Time

Workers

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates

Schedule Start Time

Schedule End Time

Workers

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Show Site Contact

Show Site Phone Number

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

Cancellation Policy: Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

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



Material Handling Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

August 30, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

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



Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

	Crated	Special Handling
Advance Shipment to Warehouse (200 lbs. minimum per shipment)	\$77.50 cwt	\$101.00 cwt

	Crated	Special Handling	Uncrated
Direct Shipment to Show Site (200 lbs. minimum per shipment)	\$60.50 cwt	\$78.50 cwt	\$97.00 cwt

	First Package	Each Additional Package
Small Packages (50 lbs. maximum per shipment, received on show site only)	\$47.00	\$12.00 ea

Advance Shipments to Warehouse Dates:

August 26, 2019 : Advance shipments may begin arriving at warehouse.

September 6, 2019 : Last day for shipments to arrive at warehouse.

Direct Shipments to Show Site Dates:

September 13, 2019: Direct shipments may begin arriving at exhibit site after 9 AM

Last day of move-in : Last day for shipments to arrive at exhibit site by 4 PM



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

Step 2. Estimate Order

Material Handling

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

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

1st Small Package Piece = \$47.00 + _____ Additional Pieces x \$12.00 = _____ Subtotal + 5% GST

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

GES Policy: Please refer to GES' full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Canadian Association of Fire Chiefs

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
Hyatt Regency
700 Centre St S E
Calgary, AB T2G 5P6
Canada

Shipment Should Arrive on or Between:

September 13, 2019 until Last day of move-in

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Canadian Association of Fire Chiefs

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
Hyatt Regency
700 Centre St S E
Calgary, AB T2G 5P6
Canada

Shipment Should Arrive on or Between:

September 13, 2019 until Last day of move-in

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

A	RUSH!
	EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Canadian Association of Fire Chiefs

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
#25, 5805 - 76 Ave SE
Calgary, AB T2C 5L8
Canada

Shipment Should Arrive on or Between:

August 26, 2019 until September 6, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



A	RUSH!
	EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Canadian Association of Fire Chiefs

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
#25, 5805 - 76 Ave SE
Calgary, AB T2C 5L8
Canada

Shipment Should Arrive on or Between:

August 26, 2019 until September 6, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Shipping Order Form

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

[Pick up Information](#)

Discount Deadline Date:

August 30, 2019

Company Name	Name of Primary Contact	Phone	Email		
Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor/Suite #	City	Province/State	Postal Code/ZIP	Country
Loading Dock	Business Hours	Pick up Date	Pick up Time	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Customs Broker	Broker Contact Name	Broker Phone Number	Customs Paperwork Attached		
My materials are shipping to the:	<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Show Site			

Destination Information

Exhibiting Company Name	Booth Number	Showsite Contact Phone	Showsite Contact Email		
Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor/Suite #	City	Province/State	Postal Code/ZIP	Country
Loading Dock	Business Hours	Delivery Date	Delivery Time		

Details of the items to be shipped

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

Payment Information

Cardholder Name - Please Print				
Billing Address	City	Province/State	Postal Code/Zip	Country
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card	
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card	
		<input type="checkbox"/> American Express		

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

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

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

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

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

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



GES Logistics Services

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

Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line



24-Hour Tracking

Call toll free 1-800-636-8235 for immediate information on the status of your shipment

On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering

For your convenience choose one of the ordering options available:

- Email: CanadaWestLogistics@ges.com
- Phone: 403-243-2212
- Toll free: 800-636-8235
- Fax: 403-243-3868

Ship everywhere with GES Logistics Services.

GES Customs Services

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

Reliable and Efficient Service

Experienced and reliable staff you can depend on who specialize in Tradeshow Customs procedures

Personnel are accessible at all times



Value Added Service

Save time and money by making fewer calls

Personalized Service

Telephone, email and fax communication

Forms and instructions for completion in all Exhibitor Service Kits

One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the tradeshow floor

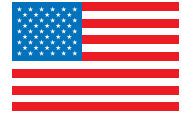
Before you ship, contact GES

Please contact GES using one of these convenient options:

- Email: CanadaWestLogistics@ges.com
- Phone: 403-243-2212
- Toll free: 800-636-8235
- Fax: 403-243-3868

Leave all your shipping, customs clearance and furniture rentals to GES.

CUSTOMS SIMPLIFIED TIPS FOR SHIPPING ACROSS THE BORDER



WELCOME TO CANADA

Canada is very proud to open its doors and borders to International Conventions, Meetings and Tradeshows. Like all countries, we have rules and regulations with respect to crossing the border and they are controlled and administered by Canada Customs, an official agency of the Revenue Department of the Canadian Government.

GES Customs Brokerage Services can help you make exhibiting across the border a simple and straightforward two-way experience for your people, products and display equipment. The following pages contain information and forms to assist you in that process by explaining what and when things have to be done.

1. Use Official Suppliers

It is beneficial for exhibitors to use the official suppliers selected for the show (i.e. GES Customs Brokerage Services and GES Logistics).

2. Complete Customs Documents

Complete all mandatory and necessary documents and fax copies to our GES office prior to shipping. Send all originals with the shipment and bring 2 copies to the show.

3. Ship on Time

Have materials shipped to arrive 7 days prior to move-in and consolidate shipments to reduce costs. GES Logistics is the recommended transportation carrier. All shipments must be paid for in advance. We do not recommend shipping by parcel carriers or by mail.

4. Hand Carrying or Private Vehicle

Notify GES at least a week in advance if you are bringing goods with you on the plane or crossing the border in a company, rental or personal vehicle.

5. Tracing Service

To assist GES personnel in locating your exhibit freight please bring a record of the shipment "Tracking Number" provided by GES Logistics or your carrier. Our personnel have the knowledge and connections to expedite your shipment to the show site as quickly as possible.

6. Changes & Return Shipments

Notify GES Customs Brokers immediately of any change(s) to what is being shipped, quantities, addresses, etc., as well as what materials will be returned to the U.S. and provide the correct return address.

7. Communicate with GES CUSTOMS/LOGISTICS Contacts

GES will be in touch with you starting 3-4 weeks prior to the event and will have staff on site or on call during move-in, show days, and move-out. Exhibitors will be provided with cell phone numbers for 24-hour, 7-days-a-week access to your GES CUSTOMS and LOGISTICS contacts.

Customs / Transportation Order Form

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

GES Customs Brokerage Services are powered by TWI Exhibition Logistics, Inc. The purpose of this form is to authorize TWI Exhibition Logistics, Inc. ("TWI"), located at 7145 West Credit Avenue, Building 1, Unit 101A, Mississauga, ON L5N 6J7 (Business Number 129144481RM0001), a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods. Such business may include, but is not limited to, the following:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released;
2. The transportation, warehousing, and distribution of such goods;
3. Accessing Business Number import/export account(s) information.

In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required, and to transact business at the customs office(s) located in all CBSA offices in Canada on our behalf. This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below:

Show/Event Name:

Services Required (please check one):

☐ Customs Clearance and Transportation ☐ Customs Clearance Only

Show/Event Dates:

☐ Transportation Only

Shipper Info.

Company Name: _____
IRS #: _____
Address: _____
City: _____ State/Prov: _____ Zip/Post: _____
Contact Name: _____ Tel: _____
E-mail: _____ Fax: _____

Return Freight Info

☐ No Return Shipment ☐ Same as Shipper
Company Name: _____
IRS #: _____
Address: _____
City: _____ State/Prov: _____ Zip/Post: _____
Contact Name: _____ Tel: _____
E-Mail: _____ Fax: _____

Delivery Info.

Company Name: _____ Booth #: _____
Facility Name: _____
Address: _____
City: _____ State/Prov: _____ Zip/Post: _____
On-site Contact: _____ Cell: _____
E-mail: _____

Billing Info.

☐ Same as Shipper
Company Name: _____
Importer # (if applicable): _____
Address: _____
City: _____ State/Prov: _____ Zip/Post: _____
Contact Name: _____ Tel: _____
E-mail: _____ Fax: _____

Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.

Charge to: ☐ Visa ☐ MasterCard ☐ American Express
Cardholder Name: _____ CVV Number: _____ (3 digit number)
Credit Card Number: _____ Expiry Date: _____
I hereby authorize use of this card for payment of services relative to this form.
Cardholder Signature: _____ Date: _____

Pick-up Info.

Carrier Name & Contact Info: _____ (if using any carrier other than GES)
Ready for Pick-up: _____ (Date) Available for Pick-up Between: _____ (Times/Hours)
Loading Dock: ☐ Yes ☐ No Must Deliver By: _____ (Date & Time)

Commodity Info. **NOTE: Service will be charged on ACTUAL weight & dimensions**

Shipment Info.

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	Per Piece	Total
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	

Total Service Required: ☐ One Way ☐ Round Trip **Total Weight:** _____
Requested Service Level: ☐ Time Critical ☐ 3-5 Day ☐ Ground
Additional Services Required: ☐ Lift Gate ☐ Inside Pick Up/Delivery ☐ Weekend Pick Up/Delivery

Shipment Terms & Conditions

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

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

Order Authorization **NOTE: Original Signature Required** Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

This order is placed with the specific understanding that we are engaging GES, powered by TWI, as our agent. TWI performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at <http://www.twiglobal.com/twicancustomsterms.pdf>. The foregoing terms, respectively, limit the liability of TWI and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under TWI's "Trading Conditions Applicable to Customs Services", the liability of TWI - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall TWI be liable for any indirect or consequential damages including but not limited to any loss of profit.

We agree to be bound by all Terms and Conditions outlined in this form.



This form was completed by (please print full name)

Title

Please Sign

X

Authorized Signature

Date

Customs / Transportation Order Form

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

GES Customs Brokerage Services are powered by TWI Exhibition Logistics, Inc. The purpose of this form is to authorize TWI Exhibition Logistics, Inc. ("TWI"), located at 7145 West Credit Avenue, Building 1, Unit 101A, Mississauga, ON L5N 6J7 (Business Number 129144481RM0001), a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods. Such business may include, but is not limited to, the following:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released;
2. The transportation, warehousing, and distribution of such goods;
3. Accessing Business Number import/export account(s) information.

In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required, and to transact business at the customs office(s) located in all CBSA offices in Canada on our behalf. This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below:

Show/Event Name: NAME OF THE SHOW / EVENT YOU ARE ATTENDING

Show/Event Dates: DATES THE SHOW / EVENT IS BEING HELD

Services Required (please check one):

☒ Customs Clearance and Transportation ☐ Customs Clearance Only

☐ Transportation Only

Shipper Info.

Company Name: ABC COMPANY
IRS #: 12-3456789
Address: 123 SOMEPLACE AVENUE
SUITE 3
City: NEW YORK State/Prov: NY Zip/Post: 10093
Contact Name: JOHN SMITH Tel: 555-555-0000
E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Delivery Info.

Company Name: ABC COMPANY Booth #: 1001
Facility Name: SHOW / EVENT VENUE NAME
Address: VENUE ADDRESS
City: CALGARY State/Prov: AB Zip/Post: T0X X0X
On-site Contact: JANE DOE Cell: 555-555-0002
E-mail: JDOE@ABCCOMPANY.COM

Return Freight Info.

☐ No Return Shipment ☒ Same as Shipper
Company Name: ABC COMPANY
IRS #: 12-3456789
Address: 123 SOMEPLACE AVENUE
SUITE 3
City: NEW YORK State/Prov: NY Zip/Post: 10093
Contact Name: JOHN SMITH Tel: 555-555-0000
E-Mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Billing Info.

☒ Same as Shipper
Company Name: ABC COMPANY
Importer # (if applicable): 123456789RM0001
Address: 123 SOMEPLACE AVENUE
SUITE 3
City: NEW YORK State/Prov: NY Zip/Post: 10093
Contact Name: JOHN SMITH Tel: 555-555-0000
E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Payment Info.

Terms of Payment and Security Deposit – MUST BE COMPLETED

Charge to: ☒ Visa ☐ MasterCard ☐ American Express
Cardholder Name: JOHN SMITH CVV Number: 123 (3 digit number)
Credit Card Number: 1234 5678 9123 4567 Expiry Date: 07/22

I hereby authorize use of this card for payment of services relative to this form.

Cardholder Signature: *John Smith* Date: OCTOBER 5, 2018

Pick-up Info.

Carrier Name & Contact Info: TRANSPORTATION COMPANY & CONTACT PHONE / E-MAIL (if using any carrier other than GES)
Ready for Pick-up: MM/DD/YYYY (Date) Available for Pick-up Between: 8:00 AM - 4:00 PM (Times/Hours)
Loading Dock: ☐ Yes ☒ No Must Deliver By: MM/DD/YYYY H:MM AM/PM - H:MM AM/PM (Date & Time)

Commodity Info. **NOTE: Service will be charged on ACTUAL weight & dimensions**

Shipment Info.

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)		Length	Width	Height		Per Piece	Total
2	BOXES	@ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56	112
1	SKID	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	400
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		

3 Total Service Required: ☐ One Way ☒ Round Trip Total Weight: 512
Requested Service Level: ☐ Time Critical ☒ 3-5 Day ☐ Ground
Additional Services Required: ☒ Lift Gate ☐ Inside Pick Up/Delivery ☐ Weekend Pick Up/Delivery

Shipment Terms & Conditions

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This order is placed with the specific understanding that we are engaging GES, powered by TWI, as our agent. TWI performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at <http://www.twiglobal.com/twicancustomterms.pdf>. The foregoing terms, respectively, limit the liability of TWI and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under TWI's "Trading Conditions Applicable to Customs Services", the liability of TWI - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall TWI be liable for any indirect or consequential damages including but not limited to any loss of profit.

We agree to be bound by all Terms and Conditions outlined in this form.



JOHN SMITH

CEO

This form was completed by (please print full name)

Title

Please Sign

John Smith
Authorized Signature

OCTOBER 5, 2018

Date





Private Vehicle Border Crossing & ACE E-Manifest Information

powered by:



CANADA

Estimated Date of Arrival:

Estimated Time of Arrival:

Port of Crossing into Canada:

****NOTE: The port of crossing MUST be capable of processing commercial clearances. If your port of crossing is not listed, please contact TWI.**

- ☐ Pacific Highway (Surrey, BC)
- ☐ Huntingdon (Abbotsford, BC)
- ☐ Kingsgate, BC
- ☐ Coutts, AB
- ☐ North Portal, SK

- ☐ Emerson, MB
- ☐ Blue Water Bridge (Sarnia, ON)
- ☐ Ambassador Bridge (Windsor, ON)
- ☐ Peace Bridge (Fort Erie, ON)
- ☐ Queenston/Lewiston Bridge (Niagara Falls, ON)

- ☐ Thousand Islands Bridge (Lansdowne, ON)
- ☐ Lacolle, QC
- ☐ Woodstock, NB
- ☐ International Avenue Bridge (St. Stephen, NB)
- ☐ Other (must be verified by TWI): _____

USA

Estimated Date of Arrival:

Estimate Time of Arrival:

Port of Crossing into USA:

****NOTE: The port of crossing MUST be capable of processing commercial clearances. If your port of crossing is not listed, please contact TWI.**

- ☐ Pacific Highway (Blaine, WA)
- ☐ Sumas, WA
- ☐ Eastport, ID
- ☐ Sweetgrass, MT
- ☐ Portal, ND

- ☐ Pembina, ND
- ☐ Blue Water Bridge (Port Huron, MI)
- ☐ Ambassador Bridge (Detroit, MI)
- ☐ Peace Bridge (Buffalo, NY)
- ☐ Queenston/Lewiston Bridge (Buffalo, NY)

- ☐ Thousand Islands Bridge (Alexandria Bay, NY)
- ☐ Champlain, NY (Rouses Point)
- ☐ Houlton, ME
- ☐ International Avenue Bridge (Calais, ME)
- ☐ Other (must be verified by TWI): _____

Type of Vehicle (Car, Van, Semi-Tractor, Box Truck, etc.):

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Type of Equipment (Semi-Truck Trailer, Flatbed, etc.):

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Full Name:

Date of Birth:

Gender:

Citizenship:

Driver's License #:

Expiry Date:

State / Province of Issue:

Country of Issue:

Passport #:

Expiry Date:

Country of Issue:

Full Name:

Date of Birth:

Gender:

Citizenship:

Driver's License #:

Expiry Date:

State / Province of Issue:

Country of Issue:

Passport #:

Expiry Date:

Country of Issue:

****PLEASE ATTACH ADDITIONAL PASSENGER / CREW INFORMATION ON A SEPARATE SHEET****

To be completed ONLY if applicable

Standard Carrier Alpha Code (SCAC):

Shipment Control Number (SCN):

Trip Number:



COMMERCIAL INVOICE / PACKING LIST

powered by:



Shipper:	Consignee (Ship To):	Shipped Via:		*REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
		Shipped To:	<input type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site	
		IRS #:		
		Pieces:		
		Weight:	<input type="checkbox"/> kg <input type="checkbox"/> lbs	
		Currency:		
		Ship Date:		

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in <u>lbs</u> (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes GES, TWI, and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the GES or TWI conditions of carriage. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE:
PERMANENT IMPORT VALUE:

Signature: _____

Date: _____



COMMERCIAL INVOICE / PACKING LIST

powered by:



Delivering First Class Service Every Time

Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000	Consignee (Ship To): ABC COMPANY, BOOTH# 1001 C/O NAME OF THE SHOW/EVENT VENUE NAME VENUE ADDRESS ONSITE CONTACT NAME & CELL PHONE #	Shipped Via: Shipped To: <input type="checkbox"/> Adv. Whse <input checked="" type="checkbox"/> Show Site IRS #: 12-3456789 Pieces: 3 Weight: 512 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs Currency: USD Ship Date: 10/5/2018	*REMARKS ("X" each item) *A - TEMPORARY IMPORT *B - PERMANENT IMPORT *C - GIVEN AWAY / SOLD
--	---	--	---

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in lbs (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	200	48	48	48	1.81	9403.20	X			10,000.00	10,000.00
		2	55" LED TV'S - LG MODEL# 55EG9100	CHINA	50					8528.72	X			700.00	1,400.00
		2	METAL TV STANDS	JAPAN	75					9403.20	X			200.00	400.00
1	BOX	1000	ADVERTISING LITERATURE	USA	75	23	23	48	1.81	4911.10			X	0.05	50.00
		400	BALL POINT PENS	CHINA	10					9608.10			X	0.15	60.00
1	BOX	200	CATALOGS	USA	100					4911.10			X	1.00	200.00
		2	POSTERS	USA	2					4911.91		X		15.00	30.00

Electronic Equipment MUST include Brand Name & Model #.

Each commodity MUST be listed on it's own line; Please DO NOT group items. Also, please note that vague descriptions, such as "Give Aways" or "Trade Show Samples" will NOT be accepted.

Indicate the Country of Manufacture / where the goods are made.

Values need to reflect the cost of goods (price paid), or the selling price of goods (price payable); whichever is greater. \$0 values will NOT be accepted.

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

**FOB VALUE:	12,140.00
INSURANCE:	80.00
FREIGHT CHARGE:	700.00
**TOTAL CIF VALUE:	12,920.00

The shipper hereby authorizes GES, TWI, and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the GES or TWI conditions of carriage. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE: 11,800.00

PERMANENT IMPORT VALUE: 340.00

Signature: John SmithDate: 10/5/2018

9/18



Textile Manufacturer Info.

powered by:



Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: _____

MID# or Address: _____

Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: _____

MID# or Address: _____

Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: _____

MID# or Address: _____

Limits of Liability and Responsibility

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

Canadian Association of Fire Chiefs

Hyatt Regency

September 13-15, 2019

Discount Deadline Date:

August 30, 2019

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.
4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.
7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.
8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.
12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.