



# Welcome Exhibitors!

## 24th ANNUAL IPEIA CONFERENCE

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the 24th Annual IPEIA Conference. We trust you'll find the exhibit opportunity to be an effective market place for your products and services. Listed below is some general information to help with your preparations for this event. Following is the exhibitor service manual.

### Venue: Banff Centre - Kinnear Building

- Each **6' deep x 8' wide** draped display booth includes
- 8' high backwall drape & 3' high sidewall drape between
- 1 - 6' skirted table (**4' option, see Page 6**)
- 1 - 600 watt outlet
- 2 - Banff Centre chairs

**Shipping:** Please note the Banff Centre does not handle exhibitor goods. All goods, boxes & displays are to be shipped to GES, not the Centre (or brought in exhibitors vehicle at move in). GES Canada offers warehouse, small or direct materials handling services, and is your contact for inbound and post show shipments. GES delivers goods received to your booth.

### Warehouse details are included - contact our office for the **SMALL shipment form & address labels**

GES offers Logistics/Transportation as well as materials handling services and a 10% discount applies to warehouse materials handling if it and round trip logistics are ordered. To hire GES as your shipper as well as materials handler, please see pages 3 and 14. For shipments not requiring GES logistics, please refer to the warehouse materials handling form, page 3. Address labels are on page 5. Pre show storage is in Calgary, but pick ups are from show site in Banff at tear down Friday - goods are not returned to Calgary for pick up. If hiring GES logistics, your pick up will be arranged. If using another carrier, pick up from show site would need to be arranged by your company (see materials handling form for details). A power tailgate is required. Small shipments (under 200 lbs, loose, no skids) held at our Banff office for courier pick up Monday, will be charged storage. Please refer to the materials handling order form for details, and if you have other questions, please contact our office.

### Post Show Pick ups from Banff - Trucks check in: before 3:30 pm

**Post show** proper packaging and labeling of shipments by exhibitors is required. Include a waybill and labels from Banff to the destination (and if international, 3 copies of a commercial invoice) for your reps to use on site. This will be provided for you if GES Logistics is hired.

**Access:** There is no loading dock at this facility. Items over 6' wide, 9' deep or 80" high may not be deliverable to all booths. Please contact our office if you are concerned about the size of your crates.

**Carpet:** The exhibit area is carpeted, in taupe.

**Power:** One 600 watt outlet, for about 5 amps of power is provided at your booth, this power is on a breaker that is shared with another booth. If you require any additional power for your booth, please see page 11.

### Exhibit Hours:

Move In / Installation -	February 25, 2020 (Tuesday)	9:00 am
Exhibits Open -	February 26, 2020 (Wednesday)	9:30 am to 6:00 pm
	February 27, 2020 (Thursday)	9:30 am to 5:00 pm
	February 28, 2020 (Friday)	9:30 am to 12:00 pm
Move out / Dismantle -	February 28, 2020 (Friday)	12:00 pm to 2:30 pm

Following is the exhibitor service manual with information and order forms for a variety of services. Please note there is a discount offered on items ordered 2 weeks in advance. Please review each of the forms, complete the forms for services you require and return them to our office promptly. The payment & credit card authorization form is provided to summarize and pay for your total order.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our team at **(403) 762-2828**, or you can reach us by email at **BANFF@GES.COM**.

We are looking forward to a successful meeting and appreciate your support.  
Thank you for your participation and please let us know if we can assist you in any way.



## Payment & Credit Card Charge Authorization

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

DISCOUNT DATE:  
February 11, 2020

COMPANY NAME		EMAIL ADDRESS	
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	EXT	FAX	
CONTACT NAME		DIRECT PHONE OR EXTENSION	

I agree in placing this order that I have accepted GES CANADA payment policy and GES CANADA Terms & Conditions of Contract

PLEASE SIGN	AUTHORIZED SIGNATURE
	AUTHORIZED NAME - PLEASE PRINT DATE

### Payment Policy

**Payment for Services** - GES CANADA requires payment in full at the time services are ordered. Further, GES CANADA 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.

**Discount Pricing** - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative, corrections, and services rendered to your company for this event.

**Third Party Billing** - Each exhibiting firm is ultimately responsible for all charges incurred on their behalf. GES CANADA reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt** - If you are tax exempt in Canada you must provide a GST Exemption Certificate. Please send the above information to the GES CANADA office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments & Cancellations** - No adjustments will be made to bills after the show closes. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or non-participation may be subject to cancellation fees of 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES CANADA expenses. A minimum non-refundable deposit of \$25.00 will be applied to the bill.

**If you have any questions regarding our payment policy** please call GES CANADA at 403.762.2828 or visit the GES CANADA Servicentre at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, or cheque, however, we require your credit card charge authorization to be on file with GES CANADA.

GES CANADA accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques.

If paying by cheque or transfer order must be received before pre-order date and payment arrive at least one week before show set up. ☐

### Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard
		<input type="checkbox"/> VISA
		<input type="checkbox"/> American Express
Account #		

PLEASE SIGN	PRINT CARDHOLDER'S NAME LEGIBLY
	CARDHOLDER'S SIGNATURE DATE

### Calculation of Orders

Material Handling (pg 3-5)	\$
Furniture & Accessories (pg 6)	\$
Specialty Items & Booth Cleaning (pg 8)	\$
Installation & Dismantle (pg 10)	\$
Electrical & Lighting (pg 11)	\$
Banner Stands (pg 12)	\$
GEM Counters & Showcases (pg 13)	\$
Transportation/shipping (pg 14)	\$
Customs - contact our office	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal	\$
5% GST	\$
<b>FULL PAYMENT DUE:</b>	\$
Charge my credit card in the amount above <input type="checkbox"/>	<b>GST #R104060264 2</b>



## 2020 IPEA Conference

February 26-28, 2020  
Banff Centre For Conferences

Booth #

### Material Handling Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

#### MATERIALS HANDLING SERVICE

**The Banff Centre does not handle exhibitor goods**

**Ship Prepaid Only — Collect shipments will be refused.**

Charges are based on weights/cubed. The min. charge applies, and is per shipment received, consolidate your goods to one shipment.

Contact our office if you have more than one shipment, before shipping

Rates Include:

- **Storage** at the Calgary Warehouse for up to 30 days
- Unloading materials and delivery to your booth
- Removing empty shipping containers from your booth, storing empties, and returning at close of show.
- Reloading materials onto outbound transportation
- **If more than one shipment, call our office •**

**Exhibitors should label and consign shipments as follows:**

TO: 2020 IPEA Conference  
Your Company Name c/o GES Banff  
75 Dufferin Place SE  
Calgary, Alberta T2C 4M3

Booth # \_\_\_\_\_

**PLEASE NOTE:**  
**Small item service is available**  
**do not ship small items to warehouse**  
**contact our office for details**  
**and ship to office ADDRESS**  
**Before Shipping**

**\$395.00 MINIMUM CHARGE (UP TO 300LBS) + 90.00/100 lbs over**

**Late shipments, contact our office with details/instructions. Do not ship to the Centre**

**ALL WAREHOUSE SHIPMENTS RECEIVED AFTER February 19 ARE SUBJECT TO A LATE HANDLING CHARGE.** Van lines, loose, uncrated or improperly packaged materials may be assessed a special handling fee. GES CANADA is not responsible for concealed damage or damage due to improper packaging. A surcharge is assessed for special trips, handling of shipments arriving late at the warehouse, for shipments arriving at Show-Site after scheduled set-up times, or arriving without service being ordered. If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays or charges. Please see the following page for full details of terms and conditions of this service. Shipments over 300lbs will be charged **\$90 per 100lbs or part of above 300lbs**. Pieces that will not fit on a standard tailgate, or cannot be moved with a pallet jack, may incur additional attention and charges. Please contact our office if extra services are required for a quote, or if you have any questions.

**Return:** Post show pick up is from showsite in Banff, at tear down (truck checked in by 3:30) Freight is not returned to Calgary for pick up. GES Logistics should be arranged in advance if required. If hiring GES Logistics this will be scheduled and labels & waybills provided by GES. If using another carrier, your company needs to arrange the pick up, advise GES of the carrier picking up, and the rep on site will need to provide waybills w/ account number, and label goods. A power tailgate is required. Extra charges may apply if extra labour is required to load goods on an improper truck. Proper labeling and packing is exhibitors responsibility. Not doing so or emailing waybills for another carrier to GES will incur extra charges. Small loose courier shipments (under 200 lbs & unskidded only) will incur storage fees (\$95.00/100lbs ordered in advance, \$145.00/100 lbs arranged on site), which increase if not picked up the next business day.

If shipping **internationally**, GES recommends the use of a customs broker. Contact our office for assistance if required

☐ I understand my company **must** provide a Commercial Invoice (and any other required forms) with all shipments into **and out of Canada**, and that I must check that my courier is clearing my goods **free domicile** and the shipper is responsible for all customs duty and shipping charges for shipments into Canada. Hiring a customs broker is recommended.

☐ Your company must be the importer on record for your shipment.

☐ GES CANADA can not be on ANY customs paperwork, your company is the shipper AND the consignee.

#### SHIPMENT DETAILS AND MATERIAL HANDLING CHARGES

Carrier :	Waybill#	# pcs	estimated weight:	estimated price:
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Outgoing Storage if required \$
I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT. SEE NEXT PAGE FOR FULL DETAILS				TOTAL ESTIMATED CHARGES: \$
Carry this total to the payment and credit card authorization form				

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.  
Cancellation Policy: Items cancelled will be charged 10% of original price after deadline date, 100% after goods received

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

## Material Handling Information

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: [banff@ges.com](mailto:banff@ges.com)

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 Warehouse**

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by the beginning of exhibitor move-in (schedule permitting).
- The facility does not have space or procedures for receiving, storing or handling exhibitor freight
- Saves valuable set-up time.

### **How to ship goods**

- Remove all old shipping and empty storage labels.
- Ensure goods are well labeled as yours for this event
- Complete the appropriate 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.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- If shipping internationally, we recommend using a customs broker that specializes in clearing goods on a temporary basis - the broker assigned to your show is best.
- Your company/representative on site is responsible for all customs documents in AND OUT of Canada pre and post show (a hired broker would prepare these for you), proper labeling and filling out the waybill properly.
- If goods are sent incorrectly straight to site, and cannot be stored, they will be redirected to Calgary for storage and delivery at the proper time at the exhibitor's expense. If materials handling was not ordered, the goods may not be released to your booth until the service is ordered and paid for in full.
- Goods left to be shipped out that are not prepared (not taped, not labeled) by the exhibitor will incur full labour rates for this service.

### **Freight Carriers**

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

### **Tracking Shipments**

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods 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 hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA 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 CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

### **Outgoing Shipments**

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. 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. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

### **Machinery Labour and Equipment**

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. 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 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 has published GES CANADA Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

### **GES CANADA Limits of Liability**

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.
  - **Measure of Damage** - If GES CANADA 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 does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.

# GES BNF

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO:

EXHIBITING COMPANY

**2020 IPEA Conference**

NAME OF EXHIBITION

BOOTH NUMBER

75 Dufferin PL S.E.  
Calgary, Alberta T2C 4M3  
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE

**February 19, 2020**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

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Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Make copies as needed.



**2020 IPEA Conference**

February 26-28, 2020

Banff Centre For Conferences

Booth #

**Furniture & Accessories Order Form**

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
February 11, 2020

Please be advised that each exhibit booth will be supplied with one (1) regular height 4' or 6' skirted table. If you require a specific size table (6', or 4'), please complete this form and forward it to our office to reserve (no charge). The tables skirt will match the show colour(s) unless skirting colour change is ordered below.

Any on-site changes to the supplied tables will be charged at \$38.00 per change.

Supply my booth with 1 ☐ 4' skirted table ☐ 6' skirted table

Additional tables can be ordered below

**PRICE LIST**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
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**Skirted Tables 2' deep x 29" high**

		<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:</i>			
	DT4_	Skirted 4' Table, Skirted 4 Sides	\$ 125.00	\$ 162.00	\$
	DT6_	Skirted 6' Table	\$ 125.00	\$ 162.00	\$
	DT8_	Skirted 8' Table	\$ 145.00	\$ 188.00	\$
	DMS	Skirting colour change	\$ 39.00	\$ 50.00	\$
	DMS	4th Side Skirted, Optional	\$ 39.00	\$ 50.00	\$

**Skirted Raised Tables 2' deep x 36" high**

		<i>Skirting for Raised Tables - White Vinyl Top &amp; Pleated Skirt on 3 Sides, Choose Colour below:</i>			
	RD4_	Skirted 4' Counter, Skirted 4 Sides	\$ 151.00	\$ 196.00	\$
	RD6_	Skirted 6' Counter	\$ 151.00	\$ 196.00	\$
	DMS	4th Side Skirted, Optional	\$ 52.00	\$ 68.00	\$

**Pedestal Tables 30" Diameter (finished top, unskirted)**

	FCOFT	Round Coffee Table, 18" Tall	\$ 113.00	\$ 147.00	\$
	FPEDT	Starbase Table, 30" Tall	\$ 113.00	\$ 147.00	\$
	FPEDT	Cocktail Table, 42" Tall	\$ 125.00	\$ 163.00	\$
		Spandex Cover for 42" Table (Black)	\$ 42.00	\$ 55.00	\$

**Chairs**

	FGFAC	Arm Chair, Padded Grey	\$ 54.00	\$ 70.00	\$
	FGFCS	Counter Stool, Padded Grey	\$ 96.00	\$ 125.00	\$
	FGFSC	Side Chair, Padded Grey	\$ 54.00	\$ 70.00	\$

**Table/Raised Table Skirts/Drape Colours:**

Show colour will be provided if no colour is indicated below:

Included table is in show colour(s) unless skirting colour change is ordered.

Black, Blue, Burgundy, Grey, Green, White.

**TOTAL OF ALL ITEMS ORDERED:** \$

Carry total to the payment and credit card authorization form

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

Cancellation Policy: Items cancelled will be charged 20 % of original price after deadline date, 50% after move-in begins and 100% after installation.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

6

**Payment & Credit Card Charge Authorization Form MUST Accompany this Form**

## furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High  
Pedestal Table



30" Round / 18" High  
Coffee Table



4', 6', OR 8' Long  
Raised Draped Table  
with White Vinyl Top



4', 6', OR 8' Long  
Draped Table  
with White Vinyl Top





# 2020 IPEA Conference

February 26-28, 2020  
Banff Centre For Conferences

Booth #

## Specialty Items/Booth Cleaning

Discount if ordered by  
February 11, 2020

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Quantity	Item #	Description	Discount \$	Regular \$	Total Price			
<b>Display Items</b>								
	FMISC	8' POP UP BOOTH UNIT (velcro compatible)	\$ 635.00	\$825.00 CALL FOR AVAILABILITY	\$			
	FESL	Easel	\$ 53.00	\$ 69.00	\$			
	FCT	Coat Tree	\$ 66.00	\$ 86.00	\$			
	FGR	Garment Rack on Wheels	\$ 75.00	\$ 95.00	\$			
	FSBD	Ballot Drum, Table Size	\$ 85.00	\$ 110.00	\$			
	FSBD	Plexi lock box w/slot	\$ 150.00	\$ 195.00	\$			
	FLR	Literature stand (floor standing)	\$ 138.00	\$ 179.00	\$			
	FBH	Bag Stand	\$ 87.00	\$ 113.00	\$			
	FBH	Glass Dish	\$ 28.00	\$ 35.00	\$			
	FWB	Wastebasket	\$ 28.00	\$ 33.00	\$			
	FMISC	Phone Soap - Phone Sanitizer/Charger (Limited Quantity - Availability confirmed when ordered)	\$ 215.00	\$ 300.00	\$			
	PMUM	Mums or Seasonal flowering plant (til Feb 18th only)	\$ 68.00	\$ 85.00	\$			
<b>BOOTH CLEANING</b>								
<b>Initial Cleaning Service</b>								
Service performed TUESDAY after set up. Carpets are vacuumed counters dusted and waste baskets are emptied. If exhibitor sets up late, service may not be provided.								
	BCICB	Per Single Booth (double x 2, triple x 3)	\$ 65.00	\$ 84.00	\$			
<b>Initial &amp; Daily Cleaning Service</b>								
Carpets are vacuumed counters dusted and waste baskets are emptied. Pre show & Daily								
	BCDC100	Per Single Booth (double x 2, triple x 3)	\$ 195.00	\$ 255.00	\$			
<b>ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT</b>								
Notes:			TOTAL OF ALL ITEMS ORDERED: \$					
			Carry total to the payment and credit card authorization form					
All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Items cancelled will be charged 20 % of original price after deadline date, 50% after move-in begins and 100% after installation.								
<div>COMPANY NAME</div> <div>EMAIL ADDRESS</div> <div>AUTHORIZED CONTACT</div>								
<b>Payment &amp; Credit Card Charge Authorization Form MUST Accompany this Form</b>								



## furnishings





## Installation & Dismantle Labour Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
February 11, 2020

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.**

**TO DETERMINE IF YOU NEED DISPLAY LABOUR, PLEASE READ THIS FORM CAREFULLY**

- Display Labour is used for installation and dismantling of client owned exhibits, including signs and floor covering installation.

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. For all other starting times, check in one-half (1/2) hour before time requested. Labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior.

All rates are subject to change if necessitated by increased labour and materials costs.

**Straight Time**  
8:00 am - 4:00 pm  
Monday - Friday  
\$ 98.00 Discounted  
\$ 134.00 Regular

**Overtime**  
After 4:00 pm Weekdays  
ALL Day Sat, Sun and holidays  
\$ 150.00 Discounted  
\$ 190.00 Regular

Labour rates are charged per person at a minimum charge of one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

**A 30% surcharge will be applied to on-site orders.**

**EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOURER(S)**

#### INSTALLATION

Set up Drawings or Photos Attached ☐ yes ☐ no

#### SUPERVISION

☐ By Exhibitor (Name of Rep): \_\_\_\_\_  
(Rep present is supervisor GES assists to build)

OR ☐ By GES - 30% surcharge applies  
(Exhibitor does not have to be present)

SUPERVISED - DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_ am pm  
Day/Month/Year

NUMBER OF PEOPLE REQUIRED  x HRS PER PERSON  = TOTAL HOURS  X PRICE  =  +30% if   
Supervisor ordered

#### DISMANTLE

Carrier: \_\_\_\_\_ Pick up Date: \_\_\_\_\_ Pick up Time: \_\_\_\_\_

#### SUPERVISION

☐ By Exhibitor (Name of Rep): \_\_\_\_\_  
(Rep present is supervisor GES assists to build)

OR ☐ By GES - 30% surcharge applies  
(Exhibitor does not have to be present)

SUPERVISED - DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_ am pm  
Day/Month/Year

NUMBER OF PEOPLE REQUIRED  x HRS PER PERSON  = TOTAL HOURS  X PRICE  =  +30% if   
Supervisor ordered

#### Terms & Conditions

When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Desk

We reserve the right to change labourers and/or rates as shifts change

All claims or discrepancies must be settled within one week of show closing

Uncancelled labour will be charged a minimum fee of 1 hour per person

GES Limits of Liability apply

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked. Extreme over estimates may incur cancellation billed

**TOTAL LABOUR ORDERED \$**

Notes:

**Carry this total to the payment and credit card authorization form**

Internal codes: LINDT LINOT LODT LOOT GES SUPERVISED GLINDT GLINOT GLODT GLOOT

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

Cancellation Policy: Services cancelled will be charged 10 % of original price, 20% after deadline date, 80% after move-in begins.



## 2020 IPEA Conference

February 26-28, 2020

Banff Centre For Conferences

Booth #

### Electrical & Lighting Order Form

Discount if ordered by  
February 11, 2020

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

#### PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	On Site Order \$	Total Price
Electrical - 110 Volt						
	EL1500W	1500 Watt Duplex Outlet	\$ 128.00	\$ 148.00	\$ 178.00	\$
	EL2000W	2000 Watt Duplex Outlet	\$ 155.00	\$ 175.00	\$ 210.00	\$
Electrical - Miscellaneous Requirements						
	ELPB	Power Bars	\$ 30.00	\$ 35.00	\$ 40.00	\$
	ELEC	Extension Cords	\$ 30.00	\$ 35.00	\$ 40.00	\$
Lighting (Does Not Include Power)						
	ELD150F	8' Flood Light Stand, 2 - 75 Watt Flood Bulbs	\$ 100.00	\$ 110.00	\$ 133.00	\$
	ELMISC	1 - 25w LED (as 200 watt) clamp on arm light	\$ 86.00	\$ 96.00	\$ 115.00	\$
	ELQL	500 Watt Quartz Light	\$ 138.00	\$ 215.00	N/A	\$
	ELMISC	Special Hookups & Specialty Lighting Available upon request				\$

For Specialty or 3 phase Power please contact our office with details for further information and to receive a quote.

#### Please Note

- ☐ 24 Hour power - add 50% to the above prices
- ☐ Electrician Charge Extra, if required
- ☐ Additional labour charges may apply for special connections or special wiring

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.  
Cancellation Policy: Orders cancelled will be charged 10% of original price, 50% after deadline date and 100% after installation/move in begins.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

11

Payment & Credit Card Charge Authorization Form MUST Accompany this Form



## Installation & Dismantle Labour Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
**February 11, 2020**

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.**

**TO DETERMINE IF YOU NEED DISPLAY LABOUR, PLEASE READ THIS FORM CAREFULLY**

- Display Labour is used for installation and dismantling of client owned exhibits, including signs and floor covering installation.

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. For all other starting times, check in one-half (1/2) hour before time requested. Labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior.

All rates are subject to change if necessitated by increased labour and materials costs.

**Straight Time**  
**8:00 am - 4:00 pm**  
**Monday - Friday**  
**\$ 95.00 Discounted**  
**\$ 132.00 Regular**

**Overtime**  
**After 4:00 pm Weekdays**  
**ALL Day Sat, Sun and holidays**  
**\$ 140.00 Discounted**  
**\$ 180.00 Regular**

Labour rates are charged per person at a minimum charge of one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

**A 30% surcharge will be applied to on-site orders.**

**EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOURER(S)**

### INSTALLATION

Set up Drawings or Photos Attached ☐ yes ☐ no

### SUPERVISION

☐ By Exhibitor (Name of Rep): \_\_\_\_\_  
 (Rep present is supervisor GES assists to build)

OR ☐ By GES - 30% surcharge applies  
 (Exhibitor does not have to be present)

SUPERVISED - DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_ am pm  
 Day/Month/Year

NUMBER OF PEOPLE REQUIRED  x HRS PER PERSON  = TOTAL HOURS  X PRICE  =  +30% if   
*Supervisor ordered*

### DISMANTLE

Carrier: \_\_\_\_\_ Pick up Date \_\_\_\_\_ Pick up Time: \_\_\_\_\_

### SUPERVISION

☐ By Exhibitor (Name of Rep): \_\_\_\_\_  
 (Rep present is supervisor GES assists with dismantle)

OR ☐ By GES - 30% surcharge applies  
 (Exhibitor does not have to be present)

SUPERVISED - DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_ am pm  
 Day/Month/Year

NUMBER OF PEOPLE REQUIRED  x HRS PER PERSON  = TOTAL HOURS  X PRICE  =  +30% if   
*Supervisor ordered*

### Terms & Conditions

When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Desk

We reserve the right to change labourers and/or rates as shifts change

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GES Limits of Liability apply

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked. Extreme over estimates may incur cancellation billed

**TOTAL LABOUR ORDERED \$**

Notes:

**Carry this total to the payment and credit card authorization form**

Internal codes: LINDT LINOT LODT LOOT GES SUPERVISED GLINDT GLINOT GLODT GLOOT

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

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# Banner Stands

## BURNABY

Retractable Banner Display



### Description

A superior single-sided retractable banner display, the **BURNABY** features a clamp top rail and bottom leader with tape for a simple, secure banner installation. Chrome-effect end caps add to the appearance. Each banner stand is individually boxed, and is available with a premium carry bag with a inner layer for safe transportation.

### Visible Graphic

33½"W x 78¾"H

### Carry bag



**Includes Graphic  
&  
Carry Bag**

Order by **2/11/20** for delivery  
to **IPEIA** move in.

**For \$390+GST only!**

Price based on customer provided print ready graphic. This is not a rental. This is yours to keep.





# 2020 IPEA Conference

February 26-28, 2020  
Banff Centre For Conferences

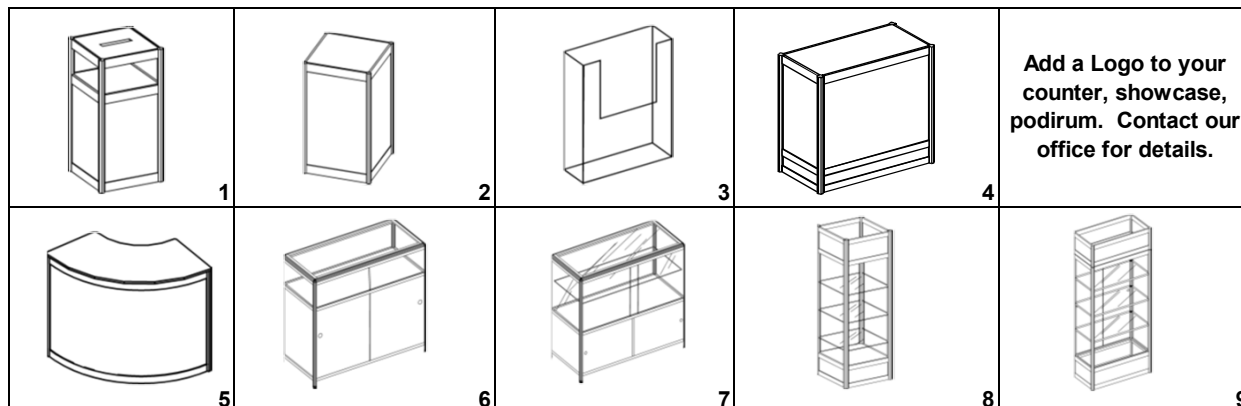
Booth #

## GEM Counters & Showcases Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
February 11, 2020

### GEM EXHIBIT ACCESSORIES & SHOWCASES



### PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	1 GBB	Ballot Bin - 20" X 20" X 36"H	\$ 175.00	\$ 240.00	\$
	2 GPS	Pedestal White - 20" X 20" X 36"H	\$ 142.00	\$ 200.00	\$
	3 GPLP	8.5" x 11" Clear Plexi Literature Pocket	\$ 40.00	\$ 48.00	\$
	4 GCSU	Storage Counter (White with lock, \$30.00 key not returned) 40"W X 20" X 40" H	\$ 295.00	\$ 395.00	\$
	5 GCC	Curve Counter (White) 60"W X 20" X 36"H	\$ 335.00	\$ 445.00	\$
		Add your logo to the front of your counter - sign quality logo required, contact our office for details and a quote			\$
	6 G99A	99A Showcase (White/Glass) 40"W X 20" X 36"H	\$ 295.00	\$ 415.00	\$
	7 G99B	99B Showcase (White/Glass) 40"W X 20" X 36"H	\$ 315.00	\$ 435.00	\$
	8 G99C	99C Showcase (White) 21.5" X 21.5" X 96"H	\$ 420.00	\$ 575.00	\$
	9 G99D	99D Showcase (White) 40"W X 20" X 96"H	\$ 560.00	\$ 750.00	\$
Notes:			TOTAL OF ALL ITEMS ORDERED: \$		
			Carry this total to the payment and credit card authorization form		

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.  
Cancellation Policy: Items cancelled will be charged 50% of original price after deadline date, graphics 100% after production begins and 100% after installation begins.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

**Transportation/Shipping Order Form (Does NOT include Materials handling see page 3)**

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Arrange before  
February 11, 2020**ONLY FILL IN THIS FORM IF YOU WANT GES TO SHIP YOUR GOODS FROM AND OR TO THE EVENT-THIS IS SHIPPING, NOT MATERIALS HANDLING (PG 3)****SHIPPER INFORMATION**

COMPANY/EXHIBITOR:

FACILITY/BUSINESS PICKING UP FROM:

ADDRESS:

CITY:

PR/ST

POSTAL / ZIP CODE

COUNTRY:

CONTACT:

PHONE:

FAX:

**IF SHIPPING FROM ANOTHER SHOW PLEASE FILL IN THIS SECTION:**

SHIPPING FROM A SHOW:

☐ YES☐ NO

BOOTH #

SHOW NAME:

MOVE-OUT DATE:

MOVE-OUT TIMES:

SHOW CONTRACTOR:

MARSHALLING YARD:

☐ YES☐ NO

I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE

☐ YES☐ NO**TAILGATE PICK UP REQUIRED?**☐ YES☐ NO**LOADING DOCK?**☐ YES☐ NO**PICK UP HOURS:****DESTINATION INFORMATION (Return after show)**

COMPANY/EXHIBITOR:

FACILITY/BUSINESS DELIVERING TO:

ADDRESS:

CITY:

PR/ST

POSTAL / ZIP CODE

COUNTRY:

CONTACT:

PHONE:

FAX:

**IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION:**

SHIPPING TO A SHOW:

☐ YES☐ NO

BOOTH #

SHOW NAME:

MOVE-IN DATE:

MOVE-IN TIMES:

SHOW CONTRACTOR:

MARSHALLING YARD:

☐ YES☐ NO

I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE

☐ YES☐ NO**TAILGATE DELIVERY REQUIRED?**☐ YES☐ NO**LOADING DOCK?**☐ YES☐ NO**DROP OFF HOURS:****CUSTOMS INFORMATION**

CUSTOMS BROKER:

CUSTOMS BROKER CONTACT:

CUSTOMS BROKER PHONE:

CUSTOMS PAPERWORK ATTACHED:

☐ YES☐ NO**PLEASE INDICATE SERVICE REQUIRED**☐ ONE WAY☐ ROUND TRIP☐ REGULAR GROUND☐ EXPEDITED GROUND**ITEMS TO BE SHIPPED****SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS****TOTAL # OF PIECES****DIMENSIONS IN INCHES****ESTIMATED WEIGHT**

	CARTONS (CARDBOARD)	H	"	x	W	"	x	L	"	
	CASES/TRUNKS (FIBRE) COLOUR:	H	"	x	W	"	x	L	"	
	CRATES (WOODEN)	H	"	x	W	"	x	L	"	
	SKIDS/PALLETS	H	"	x	W	"	x	L	"	
	CARPET - COLOUR:	H	"	x	W	"	x	L	"	
	OTHER - LIST:	H	"	x	W	"	x	L	"	
	<b>TOTAL# OF PIECES</b>									<b>TOTAL WEIGHT</b>

**CREDIT CARD CHARGE AUTHORIZATION**MasterCard ☐VISA ☐American Express ☐

CARDHOLDER'S NAME

PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS

CITY

PROVINCE / STATE

POSTAL CODE

Account #

EXPIRATION DATE

CARDHOLDER'S SIGNATURE

DATE

**TERMS AND CONDITIONS**

GES CANADA 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 CANADA 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 CANADA 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 CANADA shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage. 2) GES CANADA shall not be responsible for loss, theft, or disappearance of exhibitors material after the same has been delivered to exhibitor's booth. 3) GES CANADA 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 CANADA 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 CANADA shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES CANADA's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50 per item, or \$1000.00 per shipment, whichever is less. 6) GES CANADA shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES CANADA by an exhibitor, or by any shipper to or on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by federal, state and local laws.

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

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT

COMPANY NAME

EMAIL ADDRESS



## LIMITS OF LIABILITY & RESPONSIBILITY

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.