



STETTLER TRADESHOW 2020

Stettler Recreation Centre
6202 - 44 Ave
April 17-19, 2020

Official Services Contractor

Contact Information

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Phone 780-469-7767
Toll Free 1-877-505-7767
Email edmonton@ges.com
Online Ordering <https://e.ges.com/CA-00057673>
Website www.ges.com/ca

Show Management

Contact Information

Donna Morris
Project Manager
Stettler Regional Board of Trade and Community Development

Phone 403-742-3181
Email dmorris@stettlerboardoftrade.com
Website www.stettlerboardoftrade.com



Show Information

Backwall Drapes 8' Black
Sidewall Drapes 3' Black
Aisle Carpet Colour Salt and Pepper
Booth Packages Include Backwall and Sidewall Drapes, Power Outlet, Folding Chairs, and an 8' Table

Move-In

****All move-in times will be confirmed by the show with each exhibitor****

Thursday, April 16th 1:30pm - 8:00pm

Friday, April 17th 8:30am - 2:00pm

All displays are to be set up **no later than 2:00pm on Friday April 17th in order to allow the fire marshal to approve the areas.*

****No motorized vehicles will be allowed on site during move-in times****

****Large overhead doors will be closed as of 12:00pm on Friday, April 17th to accommodate stage set-up****

Show Hours

Show Day 1	Friday, April 17th	4:00pm - 9:00pm
Show Day 2	Saturday, April 18th	10:00am - 6:00pm
Show Day 3	Sunday, April 19th	11:00am - 4:00pm

Move-Out

Sunday, April 19th 4:00 - 6:00pm

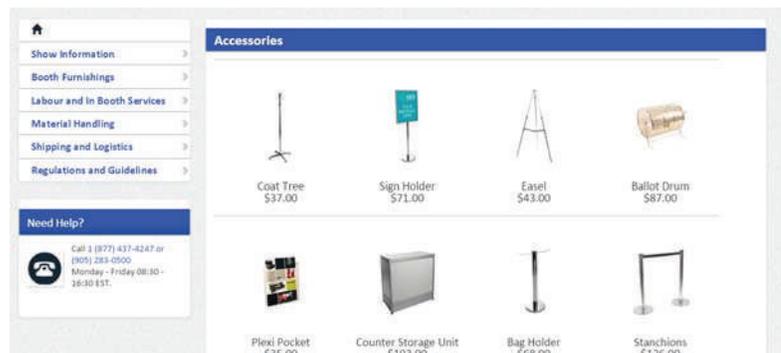
**All booths must remain fully intact until the close of the show at 4:00pm. Early dismantling or removal of exhibits before the close of Show on the last day will incur a \$250 penalty fee and possible expulsion from future shows. Complete removal of all exhibits must be completed by 6:00pm due to clean up of facility unless previously arranged. Businesses with larger items may schedule a specific time other than the above if required for tear down. If additional time outside of Sunday is required for tear down, arrangements must be made with the Stettler Recreation and Leisure Department and additional fees may apply. 403-742-4411*



Accelerate your experience using the Expresso planning, ordering and management tool.

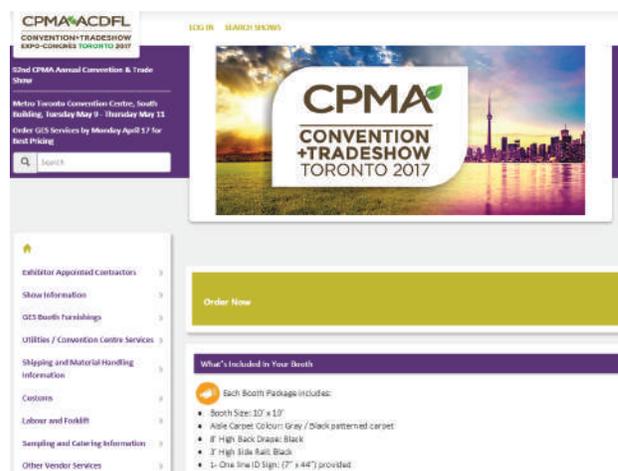
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



Experience a difference with Expresso.

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





Stettler Tradeshow
April 17 - 19, 2020
Stettler Arena

GES is pleased to have been selected as the official service contractor by the show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **ADVANCED PRICES** and order forms for each of the many services being provided by **GES**.

For your convenience, we will be offering the following services:

Expresso Online Ordering
Furnishings
Specialty Furnishings
Carpet
Forklifting
Electrical

To take advantage of our **ADVANCED PRICING**, all order forms and full payment must be received on or before the Advanced Date as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of GST when exhibiting in Alberta. **ON-SITE PRICING** is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 10% to the Standard Price listed above.

Save time and money by ordering online at www.ges.com/ca

If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767**.



PAYMENT POLICY INFORMATION SHEET

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME:

Stettler Tradeshow

ADVANCED PRICE

Friday, March 27, 2020

SHOW DATE:

April 17 - 19, 2020

DEADLINE DATE:

Advanced Pricing:

To qualify for **Advanced Pricing**, orders must be received **with payment in full on or before the Advanced deadline date**. Late orders will be charged the **Standard Price**. Orders without payment cannot be processed until payment is received and may be charged the **Standard Price**. **ON-SITE PRICING** is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 10% to the Standard Price listed above.

Method of Payment:

GES accepts American Express, MasterCard, Visa, Cheque and 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 **BANK WIRE TRANSFER FORM**, available upon request, and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank 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. Also, wire transfers can take 3 to 10 business days to be cleared. Ensure you leave enough time to receive the benefit of the discount. Orders are not processed until payment is received, this includes 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 a company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

Arrangements can be made for an exhibit house or other agent to manage exhibit & order services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements prior to start of move-in. In the event the authorized Third Party does not pay, the exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to invoice(s) **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.

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.

EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELEASE OF GOODS FROM THE SHOW FLOOR



6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Toll Free: 877.505.7767 edmonton@ges.com

CREDIT CARD AUTHORIZATION FORM

SHOW NAME: **Stettler Tradeshow**
SHOW DATE: **April 17 - 19, 2020**

ADVANCED PRICE DEADLINE DATE: **Friday, March 27, 2020**

EXHIBITOR INFORMATION

IMPORTANT - READ CAREFULLY

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION BELOW IF:

- Paying by Credit Card for any service.
- Payment is being forwarded to GES in the form of a cheque.
- There is any possibility that additional service(s) will be ordered on-site.
- Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services will be required.

PLEASE COMPLETE THE FOLLOWING

<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	EXPIRY DATE:	<input type="text"/>
TYPE OF CARD	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> CORPORATE	CVV:	<input type="text"/>

CARD #

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE/ZIP: _____

TELEPHONE: _____ FAX: _____

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

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature

Print Name & Title

Date



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THIRD PARTY BILLING AUTHORIZATION FORM

SHOW NAME: **Stettler Tradeshow**
SHOW DATE: **April 17 - 19, 2020**

ADVANCED PRICE DEADLINE DATE: **Friday, March 27, 2020**

EXHIBITOR INFORMATION

IMPORTANT - READ CAREFULLY

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.

Both firms must complete this form and return to GES by the Advanced Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company's credit card.

Exhibiting Company

Name of Exhibiting Company		Phone#	Fax #
Address		City	Prov / State Code / Zip
Authorized Name (Print)		Authorized Signature	

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	EXPIRY DATE:	
TYPE OF CARD	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> CORPORATE	CVV:	
CARD #	<input type="text"/>			
CARDHOLDER'S NAME (PRINT): _____				
CARDHOLDER'S SIGNATURE: _____				

Third Party / Exhibit House

Name of Third Party / Exhibit House		Phone#	Fax #
Address		City	Prov / State Code / Zip
Authorized Name (Print)		Authorized Signature	

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	EXPIRY DATE:	
TYPE OF CARD	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> CORPORATE	CVV:	
CARD #	<input type="text"/>			
CARDHOLDER'S NAME (PRINT): _____				
CARDHOLDER'S SIGNATURE: _____				

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY / EXHIBIT HOUSE EXCEPT FOR THE FOLLOWING:

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature	Print Name & Title	Date
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ELECTRONIC FUNDS / WIRE TRANSFER FORM

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

Please complete and return this form, along with your transaction confirmation, to:
GES Accounts Receivable ar@ges.com

EXHIBITOR INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____ PHONE: _____ EMAIL: _____

EVENT NAME: _____ BOOTH NUMBER: _____

GES BANKING INFORMATION

BENEFICIARY'S NAME: **GES Canada Limited**

BANK NAME: **Bank of Montreal**

BANK ADDRESS: **350 - 7th Avenue SW, Calgary, Alberta T2P 3N9**

TO SEND CANADIAN DOLLARS (\$CDN)

EFT / DIRECT DEPOSIT:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 1967-990
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 1967-990	SWIFT CODE: BOFMCAM2

TO SEND AMERICAN DOLLARS (\$US)

EFT / DIRECT DEPOSIT:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 4773-410
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 4773-410	INTERMEDIARY BANK: Wells Fargo Bank (FKA Wachovia)
	SWIFT CODE: PNBPUS3NNYC
	ROUTING / BIC / NCC / BSC / ABA NUMBER: 026005092

PAYMENT DETAILS

PLEASE NOTE: A minimum bank charge is applicable to all EFT/Direct Deposit/Wire Transfers and is payable by the exhibitor.
\$20.00 (within North America) or \$40.00 (International)

TOTAL AMOUNT OF ORDER/INVOICE: \$ _____	INVOICE/ORDER #: _____
BANK CHARGE (see note above): + \$ _____	DATE OF TRANSFER: _____
TOTAL PAYMENT: \$ _____	CURRENCY: <input type="checkbox"/> \$CDN <input type="checkbox"/> \$US

- PLEASE NOTE:
- Please ensure transfer is made by the deadline date listed on your Order Form or Invoice.
 - Additional charges will be applied for late payments and services may be delayed.
 - **Minimum bank charges (as shown above) reflect GES' bank only. Exhibitor is responsible for payment of any additional fees applied by their financial institution.**



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FORKLIFT SERVICE ORDER FORM

SHOW NAME:	Stettler Tradeshow	ADVANCED PRICE	
SHOW DATE:	April 17 - 19, 2020	DEADLINE DATE:	Friday, March 27, 2020

EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
<p>BOOTH #: _____</p> <p>COMPANY: _____</p> <p>STREET: _____</p> <p>CITY: _____ PROV/STATE: _____ CODE: _____</p> <p>EMAIL: _____</p> <p>PHONE: _____ FAX: _____</p> <p>CONTACT NAME: _____</p>	<p>NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM</p>

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

In-booth forklift service is available to exhibitors requiring assistance with positioning of materials within your booth space.

Minimum charge of 1 hour per order PER FORKLIFT DRIVER. Services over 1 hour will be charged in 1/2 hour increments (applies to move-in & move-out)

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

All rates include a forklift AND driver. Additional fees apply for additional personnel / equipment

Item #	Item #	DESCRIPTION	PER HOUR
IBIRFL	IBORFL	Straight Time Monday - Friday 8:00am-4:00pm	\$ 129.00
IBIOTFL	IBOOTFL	Over Time Monday - Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$ 193.00

*Overtime applies to stat holidays

A 40% SURCHARGE APPLIES TO ORDERS PLACED ON-SITE OR AFTER THE ADVANCED PRICE DEADLINE DATE

PLEASE COMPLETE THE FOLLOWING:

(Exhibitor MUST be present to supervise) Provide Name of Rep: _____

TIMES ARE APPROXIMATE ONLY

FORKLIFTS WILL BE DISPATCHED UPON REQUEST PLACED AT GES SERVICE DESK ON SHOW-SITE

MOVE-IN REQUIREMENTS:

DATE	# OF HOURS	# OF FORKLIFTS
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PREFERRED TIME:

START TIME	AM / PM	FINISH TIME	AM / PM
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MOVE-OUT REQUIREMENTS:

DATE	# OF HOURS	# OF FORKLIFTS
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PREFERRED TIME:

START TIME	AM / PM	FINISH TIME	AM / PM
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TERMS AND CONDITIONS

- EXHIBITOR MUST CHECK FORKLIFT / DRIVER IN AND OUT AT THE GES SERVICE CENTRE.
- WE RESERVED THE RIGHT TO CHANGE LABOURERS AND / OR RATES AS SHIFTS CHANGE.
- FORKLIFT OPERATORS RESERVE THE RIGHT TO REFUSE UNSAFE REQUESTS OR LIFTS AT ALL TIMES.
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.
- ON-SITE PRICING IS APPLICABLE TO ALL ORDERS RECEIVED ON THE FIRST DAY OF MOVE-IN THROUGH TO THE COMPLETION OF THE EVENT AND IS CALCULATED AT AN INCREASE OF 10% TO THE STANDARD PRICE LISTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



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.