

# Show Information

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

2020 CGA - Operations, Engineering, Integrity and Construction Conference

Hyatt Regency Calgary  
February 24 - 27, 2020

Discount Deadline Date:

February 7, 2020

## 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](mailto: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:** Booth Size  
**Backwall Drape:** Black  
**Sidewall Drape:** Black  
**Booth Carpet Colour:** Ordered by Exhibitor  
**Aisle Carpet Colour:** N/A

### Standard Booth Package Includes:

8' x 10' booths include the following:  
8' high back walls, 3' high side walls, 6' skirted table and two  
contoured chairs and 600 watt electrical outlet.

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

**Discount Deadline Date:** February 7, 2020

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

**Advance Warehouse Receiving Dates:** February 1, 2020

February 14, 2020

**Exhibitor Move In Dates:** February 24, 2020

4 pm till 6 pm

**GES On-Site Service Desk Dates:** GES on site from 1 pm until 6 pm

**Show Open Dates:** Tues, Feb 25 & Wed, Feb 26, 2020

**Exhibitor Move Out Dates:** Thur, Feb 27, 2020

**Carrier Check-in Post Show:** Thur, Feb 27, 2020

10 am

**Facility must be clear by:** Thur, Feb 27, 2020

1 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/** 2020 CGA - Operations, Engineering, Integrity and Construction Conference February 1, 2020  
(Booth Name & Number)  
#25, 5805 - 76 Ave SE  
Calgary, AB T2C 5L8  
Canada

until February 14, 2020  
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/** 2020 CGA - Operations, Engineering, Integrity and Construction Conference February 24, 2020  
(Booth Name & Number)  
700 Centre St SE,  
Calgary, AB T2G 5P6

until 4 pm till 6 pm

Shipments to begin arriving at: 4 pm

Receiving dock closes at: 6 pm

See shipping label in the exhibitor manual.

\*Please note the move-in dates and times.

## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

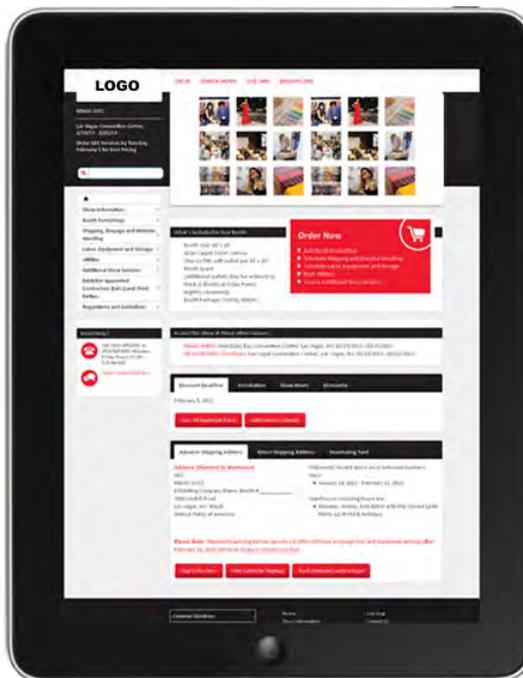
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National Servicer<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://ordering.ges.com/>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



# Payment and Credit Card Authorization

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February 7, 2020

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

## Discount Pricing

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

## Method of Payment

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

## Bank Wire Transfer Information

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

## Payment Schedule

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

## Third Party Billing

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

## Adjustments and Cancellations

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

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

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

Cardholder Name - Please Print				
Billing Address				
City		Province/State	Postal Code/Zip	Country
Account Number		Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="text"/>		<input type="text"/>	<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](mailto:exhibitorserviceswest@ges.com)

<b>Please Sign</b>	<input checked="" type="checkbox"/>	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,

<b>Total Payment Enclosed</b>	\$ <input type="text"/>
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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](mailto:ar@ges.com) Fax: 905-283-0501

## GES Bank Information

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

<p><b>Beneficiary's Name:</b>  <b>Bank Name:</b>  <b>Address:</b></p>	<p><b>GES Canada Limited</b>                  Bank of Montreal                  350 – 7<sup>th</sup> Avenue SW                  Calgary, AB                  T2P 3N9</p>	<p><b>Beneficiary's Name:</b>  <b>Bank Name:</b>  <b>Address:</b></p>
<p>If you are sending                  Canadian Dollars (\$CDN)</p> <p>↓</p>	<p><b>EFT/Direct Deposit</b></p>	<p>If you are sending                  American Dollars (\$US)</p> <p>↓</p>
<p>Institution code #: 001                  Transit #: 00109                  Account #: 1967-990</p>		<p>Institution code #: 001                  Transit #: 00109                  Account #: 4773-410</p>
<b>Wire Transfers</b>		
<p>Account #: 1967-990                  Beneficiary's Bank: //CC000100109                  Swift Code: BOFMCAM2</p>		<p>Account #: 4773-410                  Beneficiary's Bank: //CC000100109                  Intermediary bank: Wells Fargo Bank (FKA Wachovia)                  Swift Code: PNBPUS3NNYC</p>
<p>Routing / BIC / NCC / BSC or ABA Number: 026005092</p>		
<p><b>Invoice Amount:</b> _____</p>		<p><b>Date of Transfer:</b> _____</p>
<p><b>*Minimum Bank Charge:</b> \$20.00 (North American) \$40.00 (International)</p>		
<p><b>Total:</b> _____</p>		

**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.

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 February 7, 2020

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.



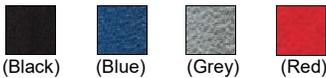
### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- 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)



Item Code	Description	Color	Discount (\$)	Standard (\$)	Qty	Tax %	Total
C1010	Pre-Cut Standard Carpet 10'x10'		201.00	281.00		5.00	\$
C1020	Pre-Cut Standard Carpet 10'x20'		401.00	561.00		5.00	\$
C1030	Pre-Cut Standard Carpet 10'x30'		603.00	844.00		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.		2.01 / Sq.Ft.	2.81 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CACU	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.35 / Sq.Ft.	1.89 / Sq.Ft.		5.00	\$
CACU	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.	2.70 / Sq.Ft.	3.78 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CAPC	Carpet Plastic Covering, Per Sq.Ft.	0.30 / Sq.Ft.	0.42 / 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](mailto: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:** 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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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:

- 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 = 10,000 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.	0.51 / Sq.Ft.	0.71 / Sq.Ft.		1	5.00	\$
BCICSF2	Initial Cleaning 601 – 1000 sq. ft.	0.40 / Sq.Ft.	0.56 / Sq.Ft.		1	5.00	\$
BCICSF3	Initial Cleaning over 1000 sq. ft.	0.29 / Sq.Ft.	0.41 / Sq.Ft.		1	5.00	\$
BCDCSF	Daily Cleaning (per sq. ft. per day)	0.25 / Sq.Ft.	0.35 / Sq.Ft.			5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto: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 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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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.
- 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	<b>38.00</b>	53.00		5.00	\$
FGFSC	Grey Fabric Side Chair	<b>51.00</b>	71.50		5.00	\$
FGFAC	Grey Fabric Arm Chair	<b>52.50</b>	73.50		5.00	\$
FGFCS	Grey Fabric Counter Stool	<b>111.00</b>	155.00		5.00	\$

### Pedestal Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FPEDT40	Cocktail Table – 30" round, 40" high	<b>112.00</b>	157.00		5.00	\$
FPEDT	Starbase Table – 30" round, 30" high	<b>93.00</b>	130.00		5.00	\$
FCOFT	Coffee Table – 30" round, 18" high	<b>71.00</b>	99.00		5.00	\$

### Accessories

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FCS	Pair of Tape Stanchions	<b>108.00</b>	151.00		5.00	\$
FCS	Additional Tape Stanchions / ea.	<b>54.00</b>	76.00		5.00	\$
FESL	Aluminum Easel	<b>51.00</b>	71.00		5.00	\$
FCT	Coat Tree	<b>40.00</b>	56.00		5.00	\$
FBH	Bag Stand 41'H	<b>84.00</b>	118.00		5.00	\$
FLR	Literature Rack	<b>100.00</b>	140.00		5.00	\$
FCSH	Sign Holder, Chrome, 22"x28" (Sign Extra)	<b>60.00</b>	84.00		5.00	\$
FSBD	Gold Ballot Drum, Small, Table Top	<b>81.00</b>	113.00		5.00	\$
FWB	Wastebasket	<b>28.00</b>	39.00		5.00	\$
FCSU	White Counter Storage Unit 40'H	<b>174.00</b>	244.00		5.00	\$

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

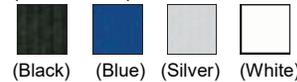
### Table Skirt Color Options

(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		105.00	147.00		5.00	\$
DT6	Table 6', Skirted 3 Sides, 30" High, 24" Wide		115.00	161.00		5.00	\$
DT8	Table 8', Skirted 3 Sides, 30" High, 24" Wide		124.00	174.00		5.00	\$
DTS4S	Table, Skirt 4th Side		45.00	63.00		5.00	\$

### Unskirted Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
UD4	Table 4', Unskirted, 30" High, 24" Wide	59.00	83.00		5.00	\$
UD6	Table 6', Unskirted, 30" High, 24" Wide	70.00	98.00		5.00	\$
UD8	Table 8', Unskirted, 30" High, 24" Wide	79.00	111.00		5.00	\$

### Skirted Counters

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RD4	Table 4', Skirted 4 Sides, 42" High, 24" Wide		120.00	168.00		5.00	\$
RD6	Table 6', Skirted 3 Sides, 42" High, 24" Wide		147.00	206.00		5.00	\$
RD8	Table 8', Skirted 3 Sides, 42" High, 24" Wide		180.00	252.00		5.00	\$
DTS4S	Table, Skirt 4th Side		54.50	76.50		5.00	\$

### Unskirted Counters

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RUD4	Table 4', Unskirted, 42" High, 24" Wide	74.00	104.00		5.00	\$
RUD6	Table 6', Unskirted, 42" High, 24" Wide	102.00	143.00		5.00	\$
RUD8	Table 8', Unskirted, 42" High, 24" Wide	134.00	188.00		5.00	\$

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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

**Total Payment Enclosed**

\$ \_\_\_\_\_

GST # R10406264

**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/>



# Custom Booth Draping Order Form

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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.





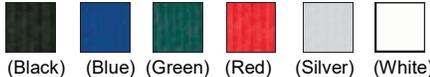
### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- 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.

## Custom Booth Draping

### Color Options

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



### Regular Banjo Drape

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D3	3 Ft. High Banjo (Per Linear Ft.)		8.40	11.70		5.00	\$
D8	8 Ft. High Banjo (Per Linear Ft.)		9.90	13.80		5.00	\$

### High Banjo Drape (Black Only)

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D12	12 Ft. High Banjo (Per Linear Ft.)	Black	17.50	24.50		5.00	\$
D16	16 Ft. High Banjo (Per Linear Ft.)	Black	20.00	28.00		5.00	\$

### High Velour Drape (Black Only)

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D18	18 Ft. High Banjo (Per Linear Ft.)	Black	30.00	42.00		5.00	\$

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Authorized Name - Please Print

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:** 50% refund will apply for draping 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/>



# Specialty Furniture Order Form

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

2020 CGA - Operations, Engineering, Integrity and Construction Conference  
 Hyatt Regency Calgary  
 February 24 - 27, 2020

Discount Deadline Date:  
 February 7, 2020

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 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	415.00	581.00		5.00	\$
SPE002	White Leather Love Seat	302.00	423.00		5.00	\$
SPE003	White Leather Armchair	234.00	328.00		5.00	\$
SPE004	Espresso Leather Sofa	415.00	581.00		5.00	\$
SPE005	Espresso Leather Love Seat	302.00	423.00		5.00	\$
SPE006	Espresso Leather Armchair	234.00	328.00		5.00	\$

### Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE015	Coffee Table	134.00	188.00		5.00	\$
SPE016	End Table	94.00	132.00		5.00	\$
SPE009	Glass Top Dining Table	320.00	448.00		5.00	\$

### Seating

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE010	Fabric Dining Chair	110.00	154.00		5.00	\$
SPE012	White Fabric Tub Chair	204.00	286.00		5.00	\$

### Stools

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE019	White Pump Stool	146.00	204.00		5.00	\$

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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/>



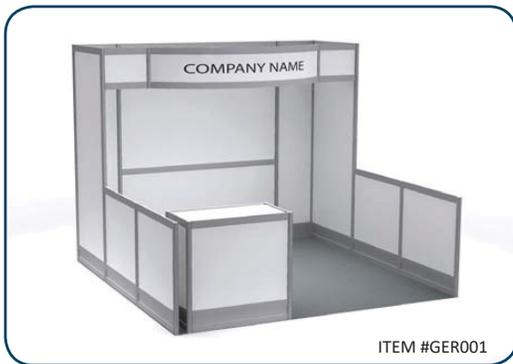
# Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **mklemm@ges.com**.

## 10' x 10' Exhibit Rentals

### STANDARD



Model 1

### ENHANCED



Model 2



Model 3



#### Choice of coloured infill panels



Black Grey White Autumn Glow

#### Choice of carpet colour



Black Grey Red Blue

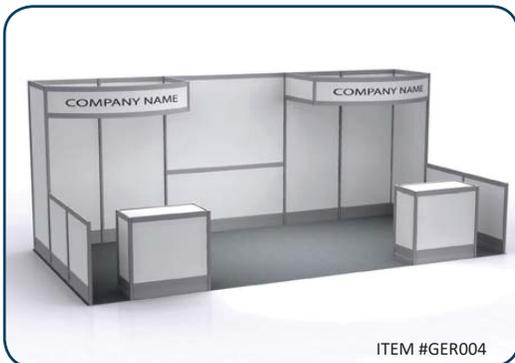
# Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **mklemm@ges.com**.

## 10' x 20' Exhibit Rentals

### STANDARD



Model 4



Model 5



Model 6

### ENHANCED



#### Choice of coloured infill panels



#### Choice of carpet colour



# Exhibit Systems Order Form

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 Hyatt Regency Calgary  
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Discount Deadline Date:  
 February 7, 2020

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

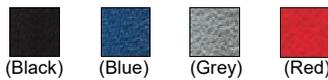


### Easy Ordering Tips:

- 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.
- Payment may be made by cheque up to two weeks prior to the 1<sup>st</sup> 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



#### 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	1419.00	1987.00		5.00	\$
GER002	Standard Model #2, 10' x 10' Inline	1584.00	2218.00		5.00	\$
GER003	Standard Model #3, 10' x 10' Inline	1537.00	2152.00		5.00	\$
GER004	Standard Model #4, 10' x 20' Inline	2105.00	2947.00		5.00	\$
GER005	Standard Model #5, 10' x 20' Inline	2341.00	3277.00		5.00	\$
GER006	Standard Model #6, 10' x 20' Inline	2291.00	3207.00		5.00	\$
	Custom Header Sign	116.00	162.00		5.00	\$



You can upload your file(s) to: <https://file.ges.com/>  
 Enter [cgraphics@ges.com](mailto: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: \_\_\_\_\_  
 All carpet and panel colours subject to availability

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](mailto:exhibitorserviceswest@ges.com)

**Please Sign**  \_\_\_\_\_  
 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 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.

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 February 7, 2020

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.
- 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	<b>118.00</b>	165.00		5.00	\$
PED002	Pedestal (White) 20"L x 20"W x 36"H	<b>118.00</b>	165.00		5.00	\$
GPML	Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	<b>588.00</b>	823.00		5.00	\$
GSC	Storage Counter (White) 80"L X 20"W X 40"H	<b>349.00</b>	489.00		5.00	\$
GCC	Curved Counter (White) 60"L X 20"W X 40"H	<b>239.00</b>	335.00		5.00	\$
G99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	<b>239.00</b>	335.00		5.00	\$
G99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	<b>244.00</b>	342.00		5.00	\$
G99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	<b>354.00</b>	496.00		5.00	\$
G99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	<b>499.00</b>	699.00		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	<b>24.00</b>	34.00		5.00	\$
GGR	Garment Rail 39"W	<b>61.00</b>	85.00		5.00	\$
GFS	Shelves - Flat 37"L X 12"W	<b>51.00</b>	71.00		5.00	\$
GAS	Shelves - Angled 37"L X 12"W	<b>51.00</b>	71.00		5.00	\$
GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	<b>141.00</b>	197.00		5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto: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 once show move-in begins. All claims or discrepancies must be settled prior to show closing.

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



# Digital File Preparation

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

## Graphics

- Avoid setting type in Photoshop - instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  - a. Import the Illustrator type into Photoshop
  - b. Add effects to the type
  - c. Separate the effects onto a layer
  - d. Delete the type layer
  - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

## Suitable programs for images or logos:

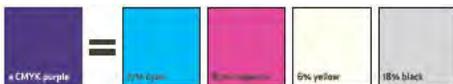
- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

## Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



## Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred\* AI/EPS (vector)

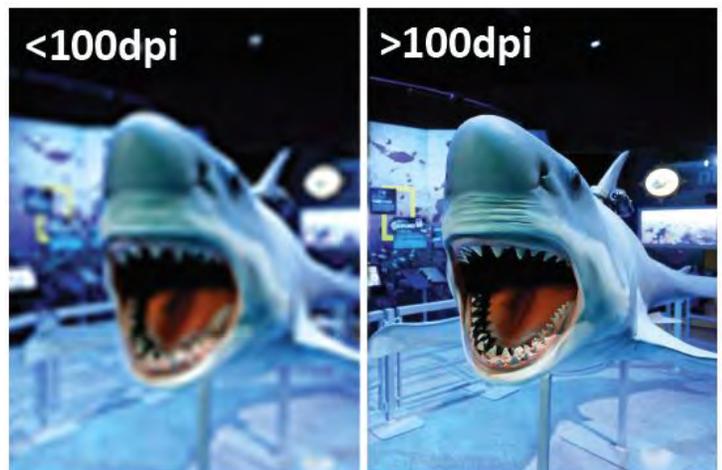


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/016600259/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number (e.g. ABC Company\_SHOW\_Booth 1234.zip)

# Digital File Preparation

## Text

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts) are preferred.

### Editable Text



### Outlined Text - preferred\*

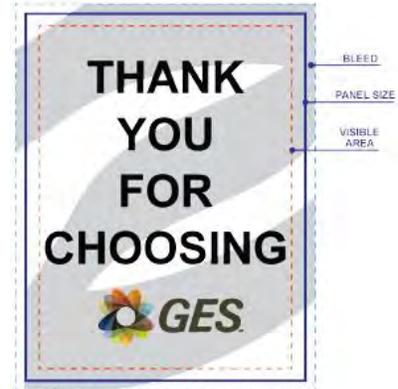


## Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK please set colors as spot)
- All fonts converted to outlines and/or the fonts use
- Embedded images and/or linked image
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

## Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



# Graphics Order Form

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 February 7, 2020

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	141.00	197.00		5.00	\$
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	110.00	154.00		5.00	\$
S2844	28"W x 44"H Vertical Sign w/ Easel, Single Sided	150.00	210.00		5.00	\$
SBAN	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	210.00	294.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided	313.00	438.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided	215.00	301.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided	466.00	652.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided	311.00	435.00		5.00	\$
SMISC	Layout and Design Work / hour	80.00	112.00		5.00	\$

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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/>



# 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.

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 February 7, 2020

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.
- 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	<b>81.00</b>	113.00		5.00	\$
PFP68	6 ft. to 8 ft. Tall	<b>234.00</b>	188.00		5.00	\$
PBF	Boston Fern	<b>71.00</b>	99.00		5.00	\$
PTP	Table Plant – 10"	<b>63.00</b>	88.00		5.00	\$
PMUM	Mums	<b>46.00</b>	64.00		5.00	\$

### Flower Arrangements

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFAS	Standard Fresh Flower Arrangement	<b>125.00</b>	175.00		5.00	\$
PFAP	Premium Fresh Flower Arrangement	<b>231.00</b>	323.00		5.00	\$
PFAE	Exotic Fresh Flower Arrangement	<b>162.00</b>	227.00		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](mailto:exhibitorserviceswest@ges.com)

**Please Sign**  \_\_\_\_\_  
 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 site. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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.

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Discount Deadline Date:  
 February 7, 2020

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.
- 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	<b>94.00</b>	132.00		5.00	\$
EL2000W	2000 Watt Duplex Outlet	<b>173.00</b>	242.00		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)	<b>210.00</b>	294.00		5.00	\$
ELMISC	220 V / 30 Amp Single Phase (Additional labour charges may apply)	<b>252.00</b>	353.00		5.00	\$
ELMISC	220 V / 50 Amp Single Phase (Additional labour charges may apply)	<b>337.00</b>	472.00		5.00	\$

### Lighting (Does Not Include Power)

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
ELD150F	Flood Light Stand, 2 - 75 Watt Flood Bulbs	<b>83.00</b>	116.00		5.00	\$
ELQL	65 Watt clamp on arm light	<b>106.00</b>	148.00		5.00	\$
ELMISC	Special Hookups & Specialty Lighting	<b>Upon request</b>	<b>Upon request</b>		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](mailto: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 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/>



# 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.

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Discount Deadline Date:  
 February 7, 2020

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:

- 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	<b>91.00</b>	118.50			5.00	\$
LINOT	LOOT	OT Move In/Out	<b>137.00</b>	178.00			5.00	\$
LINDT	LODT	DT Move In/Out	<b>182.50</b>	237.50			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](mailto:exhibitorserviceswest@ges.com)

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

**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.

2020 CGA - Operations, Engineering, Integrity and Construction Conference  
 Hyatt Regency Calgary  
 February 24 - 27, 2020

Discount Deadline Date:  
 February 7, 2020

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

	<b>Crated</b>	<b>Special Handling</b>	
<b>Advance Shipment to Warehouse (300 lbs. minimum per shipment)</b>	\$80.50 cwt	\$104.50 cwt	
	<b>Crated</b>	<b>Special Handling</b>	<b>Uncrated</b>
<b>Direct Shipment to Show Site (300 lbs. minimum per shipment)</b>	\$63.00 cwt	\$82.00 cwt	\$101.00 cwt
		<b>First Package</b>	<b>Each Additional Package</b>
<b>Small Packages (50 lbs. maximum per shipment, received on show site only)</b>		\$49.00	\$12.50 ea

### Advance Shipments to Warehouse Dates:

**Mon, Jan 27, 2020:** Advance shipments may begin arriving at warehouse.  
**Fri, Feb 14, 2020:** Last day for shipments to arrive at warehouse.

### Direct Shipments to Show Site Dates:

**Mon, Feb 24, 2020:** Direct shipments may begin arriving at exhibit site after 2:30 PM.  
**Mon, Feb 24, 2020:** Last day for shipments to arrive at exhibit site by 5:00 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 = \$49.00 + \_\_\_\_\_ Additional Pieces x \$12.50 = \_\_\_\_\_ = \_\_\_\_\_ 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](mailto:exhibitorserviceswest@ges.com)

**Please Sign** X  
 \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

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

**Total Payment Enclosed** \$ \_\_\_\_\_

GST # R104060264

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

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



# Advance Warehouse Service Order Form

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

2020 CGA - Operations, Engineering, Integrity and Construction Conference  
 Hyatt Regency Calgary  
 February 24 - 27, 2020

Discount Deadline Date:  
 February 7, 2020



### Easy Ordering Tips:

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

## Step 1. Review Freight Material Handling Rates and Information

	Crated	Special Handling
Advance Warehouse Service (300 lbs. minimum per shipment)	\$75.00 cwt	\$99.00 cwt

Shipment MUST arrive by:

DDD, MMM DD, YYYY

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

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

## Step 3. Destination Information

Exhibiting Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_ Showsite Contact Phone \_\_\_\_\_ Showsite Contact Email \_\_\_\_\_

## Step 4. Estimate Order

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

## Step 5. Provide Payment Information

Cardholder Name - Please Print \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal Code/Zip \_\_\_\_\_ Country \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

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

**Please Sign** X \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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

**Total Payment Enclosed**

\$ \_\_\_\_\_

GST # R104060264

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

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



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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

2020 CGA - Operations, Engineering, Integrity and Construction Conference

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES (Booth Name & Number) 700 Centre St SE, Calgary, AB T2G 5P6

Shipment Should Arrive on or Between:

February 24, 2020 from 4 pm till 6 pm

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

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



TO:

Full Exhibiting Company Name at Show

2020 CGA - Operations, Engineering, Integrity and Construction Conference

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES (Booth Name & Number) 700 Centre St SE, Calgary, AB T2G 5P6

Shipment Should Arrive on or Between:

February 24, 2020 from 4 pm till 6 pm

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

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



Please print this label on a color printer if possible

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

2020 CGA - Operations, Engineering, Integrity and Construction Conference

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES (Booth Name & Number) #25, 5805 - 76 Ave SE Calgary, AB T2C 5L8 Canada

Shipment Should Arrive on or Between:

February 1, 2020 from February 14, 2020

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



TO:

Full Exhibiting Company Name at Show

2020 CGA - Operations, Engineering, Integrity and Construction Conference

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES (Booth Name & Number) #25, 5805 - 76 Ave SE Calgary, AB T2C 5L8 Canada

Shipment Should Arrive on or Between:

February 1, 2020 from February 14, 2020

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



## 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](mailto: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](mailto: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     Transportation Only

## Show/Event Dates:

Shipper Info.

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: \_\_\_\_\_

Return Freight Info.

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

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	Weight (lbs) Each	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](mailto: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:

- 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;
- The transportation, warehousing, and distribution of such goods;
- 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

### Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.

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	<b>Total</b>							512

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

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](mailto: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.



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): \_\_\_\_\_

Border Crossing Info.

Vehicle Info.

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

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Trailer Info.

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

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Driver Info.

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:

Passenger Info.

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

Carrier Info.

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	
		Ship Date:	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name &amp; Model # for all electronic equipment.</small>	Origin	Weight in _____ (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

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

**FOB VALUE:	12,140.00
INSURANCE:	80.00
FREIGHT CHARGE:	700.00
<b>**TOTAL CIF VALUE:</b>	<b>12,920.00</b>

\*\*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: 11,800.00  
 PERMANENT IMPORT VALUE: 340.00

Signature: John Smith

Date: 10/5/2018



Textile Manufacturer Info.



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.

2020 CGA - Operations, Engineering, Integrity and Construction Conference

Hyatt Regency Calgary  
February 24 - 27, 2020

Discount Deadline Date:

February 7, 2020

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.