

# 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 Calgary Real Estate Board

BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:

January 2, 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:** 10' x 10', 10' x 6' & 10' x 20'

**Backwall Drape:** Black

**Sidewall Drape:** Black

**Booth Carpet Colour:** Grey

**Aisle Carpet Colour:** Pepper

### Standard Booth Package Includes:

Draped booths include the following:

- 8' high black back wall, 3' high black side wall,
- 7" x 44" booth ID Sign
- 6' black skirted table, 2 contour chairs and grey carpet

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

**Discount Deadline Date:** January 2, 2020

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

**Advance Warehouse Receiving Dates:** December 16, 2019

January 6, 2020

**Exhibitor Move In Dates:** January 13, 2020

January 13, 2020

**GES On-Site Service Desk Dates:** GES on site from 8 am until 5 pm

**Show Open Dates:** January 14, 2020

**Exhibitor Move Out Dates:** January 14, 2020

**Carrier Check-in Post Show:** January 14, 2020

4:30 pm

**Facility must be clear by:** January 14, 2020

7 pm

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

### Advance Shipments to Warehouse Address:

c/o GES/2020 Calgary Real Estate Board  
(Company Name & Booth #)  
#25, 5805 - 76 Ave SE  
Calgary, AB T2C 5L8  
Canada

### Shipments should arrive on or between:

December 16, 2019

until January 6, 2020

Warehouse receiving hours are:

8:00 AM to 4:00 PM Monday to Friday

**The warehouse is closed on weekends and holidays.**

### Direct Shipments to Showsite Address:

c/o GES/2019 Calgary Real Estate Board  
(Company Name & Booth #)  
20 Roundup Way SE  
Calgary, AB T2G 2W1  
Canada

### Direct to Showsite Receiving Dates:

January 13, 2020

until January 13, 2020

Shipments to begin arriving at: 1 pm

Receiving dock closes at: 4:30 pm

## 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.

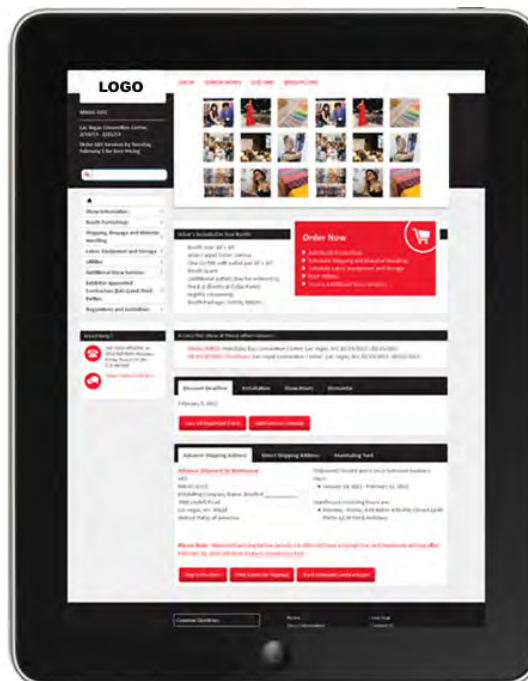
Exhibitors can:

- 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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**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 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"/> VISA <input type="checkbox"/> American Express	<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card	

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>	X
	Authorized Signature
Authorized Name - Please Print	
Date	

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

**Total Payment Enclosed**

\$

GST # R104060264

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



# Third Party Billing Form

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

**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 2020

Exhibiting Firm Company Name	Email	Phone Number	Booth Number
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Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services  
**Step 1. Provide the Exhibiting Company contact information and signature**

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

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

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

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

## Step 3. Provide the Third Party contact information

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

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

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

Cardholder Name - Please Print

Billing Address

City	Province/State	Postal Code/Zip	Country
------	----------------	-----------------	---------

Method of Payment

☐ Credit Card ☐ EFT/Wire Transfer ☐ Cheque

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

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

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

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



# Electronic Funds/Wire Transfer 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:

January 2, 2020

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**

**Beneficiary's Name:**

**Bank Name:**

**Address:**

**GES Canada Limited**

Bank of Montreal

350 – 7<sup>th</sup> Avenue SW

Calgary, AB

T2P 3N9

If you are sending  
Canadian Dollars (\$CDN)

**EFT/Direct Deposit**

If you are sending  
American Dollars (\$US)

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

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

### Wire Transfers

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

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

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

**Invoice Amount:** \_\_\_\_\_

**Date of Transfer:** \_\_\_\_\_

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

**Total:** \_\_\_\_\_

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

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

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

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

# Carpet

## Standard

Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



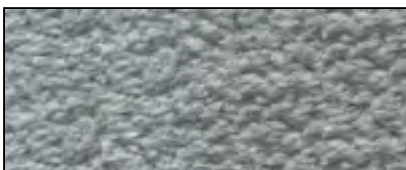
Black



Blue



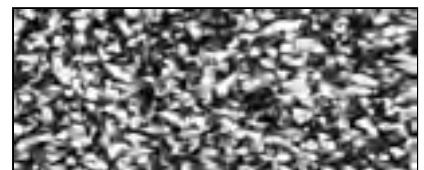
Blue Jay



Gray



Green



Pepper



Red

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



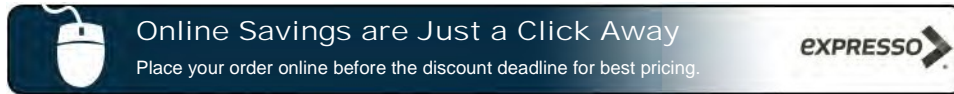
# Carpet Order Form

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January 14, 2020

Discount Deadline Date:  
January 2, 2020

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



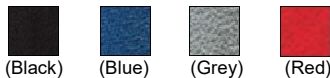
## Easy Ordering Tips:

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

## Carpet

### Standard Color Options

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



Item Code	Description	Color	Discount (\$)	Standard (\$)	Qty	Tax %	Total
C1010	Pre-Cut Standard Carpet 10'x10'		198.00	277.00		5.00	\$
C1020	Pre-Cut Standard Carpet 10'x20'		395.00	553.00		5.00	\$
C1030	Pre-Cut Standard Carpet 10'x30'		593.00	830.00		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.		2.00 / Sq.Ft.	2.80 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CACU	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.33 / Sq.Ft.	1.90 / Sq.Ft.		5.00	\$
CACU	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.	2.66 / Sq.Ft.	3.72 / Sq.Ft.		5.00	\$

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

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

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

Please  
Sign

X  
Authorized Signature \_\_\_\_\_

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

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

Date \_\_\_\_\_

Total Payment  
Enclosed

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

GST # R104060264

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

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



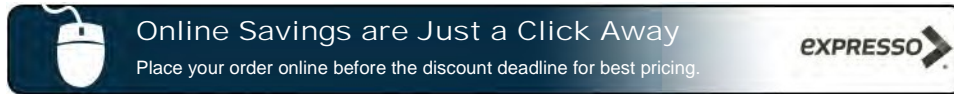
# Booth Cleaning Order Form

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**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 2020

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



## Easy Ordering Tips:

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

## Step 1. Calculate Booth Square Footage

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

## Step 2. Order Cleaning Services

Item Code	Description	Discount (\$)	Standard (\$)	Total Sq. Ft.	# of Days	Tax %	Total
BCICSF1	Initial Cleaning 50 – 600 sq. ft.	<b>0.50 / Sq.Ft.</b>	0.62 / Sq.Ft.		1	5.00	\$
BCICSF2	Initial Cleaning 601 – 1000 sq. ft.	<b>0.40 / Sq.Ft.</b>	0.55 / Sq.Ft.		1	5.00	\$
BCICSF3	Initial Cleaning over 1000 sq. ft.	<b>0.28 / Sq.Ft.</b>	0.56 / Sq.Ft.		1	5.00	\$
BCDCSF	Daily Cleaning (per sq. ft. per day)	<b>0.24 / Sq.Ft.</b>	0.33 / 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/>





# Furniture and Accessories

## Chairs



Chair, Plastic Contour, Grey



Padded Chair



Padded Stool

## Tables



Table, Starbase, 30" Diameter x 40" High



Table, Starbase, 40" Diameter x 30" High

## Skirted Tables



Table 4', Skirted 4 Sides, 24" x 30" High



Table 6', Skirted 3 Sides, 24" x 30" High

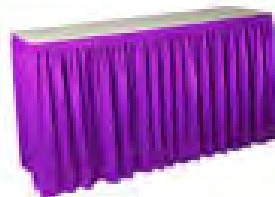


Table 8', Skirted 3 Sides, 24" x 30" High

## Table Skirt Colors



White



Black



Blue



Silver



Green



Red

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Furnishings Order Form

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**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

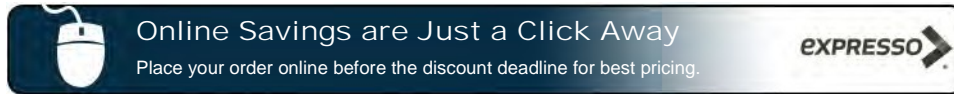
Discount Deadline Date:  
January 2, 2020

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

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

## Standard Furnishings

### Chairs

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
30050	Grey Contour Chair	37.00	51.50		5.00	\$
FGFSC	Grey Fabric Side Chair	50.50	71.00		5.00	\$
FGFAC	Grey Fabric Arm Chair	52.00	73.00		5.00	\$
FGFCS	Grey Fabric Counter Stool	110.50	154.00		5.00	\$

### Pedestal Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FPEDT40	Cocktail Table – 30" round, 40" high	110.50	154.00		5.00	\$
FPEDT	Starbase Table – 30" round, 30" high	91.50	128.00		5.00	\$
FCOFT	Coffee Table – 30" round, 18" high	70.00	98.00		5.00	\$

### Accessories

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FCS	Pair of Tape Stanchions	107.50	150.00		5.00	\$
FCS	Additional Tape Stanchions / ea.	53.00	74.00		5.00	\$
FESL	Aluminum Easel	50.00	70.00		5.00	\$
FCT	Coat Tree	39.50	55.50		5.00	\$
FBH	Bag Stand 41"H	83.50	116.50		5.00	\$
FLR	Literature Rack	99.00	138.50		5.00	\$
FCSH	Sign Holder, Chrome, 22"x28" (Sign Extra)	60.50	84.50		5.00	\$
FSBD	Gold Ballot Drum, Small, Table Top	80.00	109.50		5.00	\$
FWB	Wastebasket	27.50	38.50		5.00	\$
FCSU	White Counter Storage Unit 40"H	172.00	240.50		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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**2020 Calgary Real Estate Board**  
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January 14, 2020

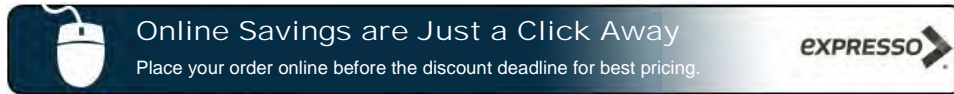
Discount Deadline Date:  
January 2, 2020

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

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

## Standard Furnishings

### Table Skirt Color Options

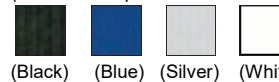
(Black will be provided if no color is indicated below)



(Black) (Blue) (Burgundy) (Green) (Red) (Silver) (White)

### Counter Skirt Color Options

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



(Black) (Blue) (Silver) (White)

### Skirted Tables

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
DT4	Table 4', Skirted 4 Sides, 30" High, 24" Wide		103.00	144.50		5.00	\$
DT6	Table 6', Skirted 3 Sides, 30" High, 24" Wide		113.50	159.00		5.00	\$
DT8	Table 8', Skirted 3 Sides, 30" High, 24" Wide		123.00	172.00		5.00	\$
DTS4S	Table, Skirt 4th Side		45.00	62.50		5.00	\$

### Unskirted Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
UD4	Table 4', Unskirted, 30" High, 24" Wide	59.50	83.50		5.00	\$
UD6	Table 6', Unskirted, 30" High, 24" Wide	69.00	96.00		5.00	\$
UD8	Table 8', Unskirted, 30" High, 24" Wide	78.00	109.50		5.00	\$

### Skirted Counters

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RD4	Table 4', Skirted 4 Sides, 42" High, 24" Wide		117.50	164.50		5.00	\$
RD6	Table 6', Skirted 3 Sides, 42" High, 24" Wide		144.50	203.00		5.00	\$
RD8	Table 8', Skirted 3 Sides, 42" High, 24" Wide		178.00	147.50		5.00	\$
DTS4S	Table, Skirt 4th Side		54.00	76.00		5.00	\$

### Unskirted Counters

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RUD4	Table 4', Unskirted, 42" High, 24" Wide	73.00	102.00		5.00	\$
RUD6	Table 6', Unskirted, 42" High, 24" Wide	101.00	141.50		5.00	\$
RUD8	Table 8', Unskirted, 42" High, 24" Wide	132.00	185.00		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 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

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

**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

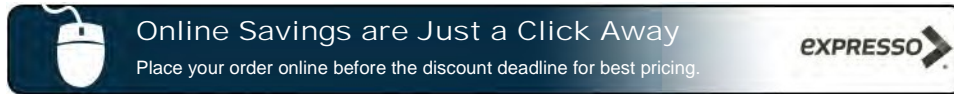
Discount Deadline Date:  
January 2, 2020

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

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

## Custom Booth Draping

### Color Options

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



(Black) (Blue) (Green) (Red) (Silver) (White)

### Regular Banjo Drape

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D3	3 Ft. High Banjo (Per Linear Ft.)		8.50	12.00		5.00	\$
D8	8 Ft. High Banjo (Per Linear Ft.)		10.00	14.00		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	18.00	25.00		5.00	\$
D16	16 Ft. High Banjo (Per Linear Ft.)	Black	19.50	27.00		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	29.00	40.50		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

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 Furnishings (Calgary)

## Leather Sofa, chair & Loveseat

**White**



**Espresso**



**Glass Top Dining Table**

28.75"H x 41.25"



**Fabric Dining Chair**



**White Fabric Tub Chair**



**Coffee Table**

24"W x 16"H x 47.5"L



**End Table**

24"W x 20"H x 22"L



**White Pump Stool**



# 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 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 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	409.00	572.00		5.00	\$
SPE002	White Leather Love Seat	297.50	416.00		5.00	\$
SPE003	White Leather Armchair	231.00	323.50		5.00	\$
SPE004	Espresso Leather Sofa	409.00	572.00		5.00	\$
SPE005	Espresso Leather Love Seat	297.50	416.00		5.00	\$
SPE006	Espresso Leather Armchair	231.00	232.50		5.00	\$

### Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE015	Coffee Table	132.00	185.50		5.00	\$
SPE016	End Table	92.50	130.00		5.00	\$
SPE009	Glass Top Dining Table	315.50	441.00		5.00	\$

### Seating

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE010	Fabric Dining Chair	109.50	153.00		5.00	\$
SPE012	White Fabric Tub Chair	201.00	269.00		5.00	\$

### Stools

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE019	White Pump Stool	143.50	201.00		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:** 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

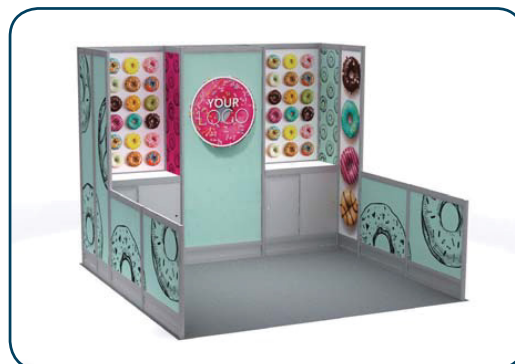


Model 2



Model 3

### ENHANCED



#### Choice of coloured infill panels



#### Choice of carpet colour





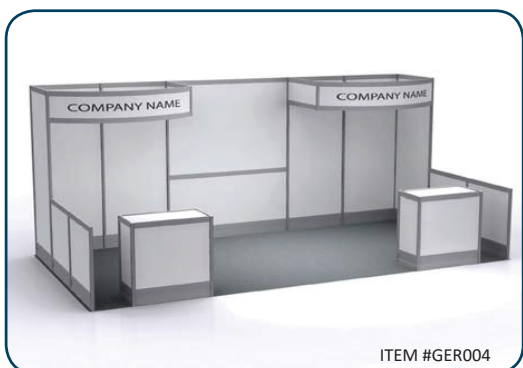
# Standard Exhibit Systems

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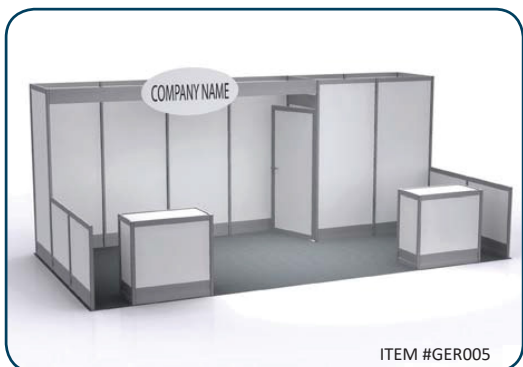
All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **mklemm@ges.com**.

## 10' x 20' Exhibit Rentals

### STANDARD



Model 4



Model 5



Model 6

### ENHANCED



#### Choice of coloured infill panels



#### Choice of carpet colour



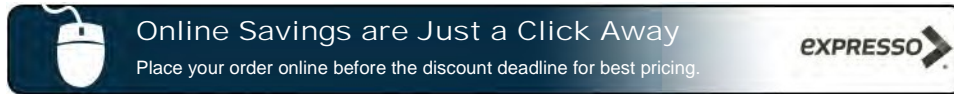
# Exhibit Systems Order Form

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

**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 2020

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

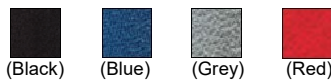


## Easy Ordering Tips:

- 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

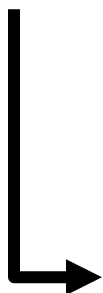


(Black) (Blue) (Grey) (Red)

### Exhibit Panel Colour Options

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

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GER001	Standard Model #1, 10' x 10' Inline	1496.00	1954.50		5.00	\$
GER002	Standard Model #2, 10' x 10' Inline	1559.00	2183.00		5.00	\$
GER003	Standard Model #3, 10' x 10' Inline	1513.50	2118.50		5.00	\$
GER004	Standard Model #4, 10' x 20' Inline	2073.00	2902.00		5.00	\$
GER005	Standard Model #5, 10' x 20' Inline	2306.00	3228.50		5.00	\$
GER006	Standard Model #6, 10' x 20' Inline	2255.00	2156.50		5.00	\$



<p>Custom Header Sign</p> <p>You can upload your file(s) to: <a href="https://file.ges.com/">https://file.ges.com/</a> Enter <a href="mailto:cgraphics@ges.com">cgraphics@ges.com</a> in the "Recipient Email Address" field.</p> <p><b>IMPORTANT:</b> Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"</p> <p><b>Models 1, 2, 5 Identification Sign to Read:</b> _____</p> <p><b>Model 4, Identification Signs to Read:</b> Left: _____ Right: _____</p> <p><b>Carpet Colour:</b> _____ <b>Panel Colour:</b> _____</p> <p><i>All carpet and panel colours subject to availability</i></p>	<p><b>114.50</b></p> <p>160.50</p> <p>5.00</p> <p>\$</p>
---	--

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

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

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

**Total Payment Enclosed**

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

GST # R104060264

**Cancellation Policy:** 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.

Discount Deadline Date:

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	115.50	161.50		5.00	\$
PED002	Pedestal (White) 20"L x 20"W x 36"H	115.50	161.50		5.00	\$
GPML	Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	577.50	808.50		5.00	\$
GSC	Storage Counter (White) 80"L X 20"W X 40"H	330.00	481.50		5.00	\$
GCC	Curved Counter (White) 60"L X 20"W X 40"H	236.00	331.00		5.00	\$
G99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	236.00	331.00		5.00	\$
G99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	240.50	586.00		5.00	\$
G99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	348.50	488.00		5.00	\$
G99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	492.00	688.50		5.00	\$

## GEM Booth Accessories

Designed to fit GES hardwall booths.

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GWF	Waterfall With Eight Hooks	23.00	32.50		5.00	\$
GGR	Garment Rail 39"W	60.50	84.50		5.00	\$
GFS	Shelves - Flat 37"L X 12"W	50.00	70.00		5.00	\$
GAS	Shelves - Angled 37"L X 12"W	50.00	70.00		5.00	\$
GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	139.50	195.50		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\*

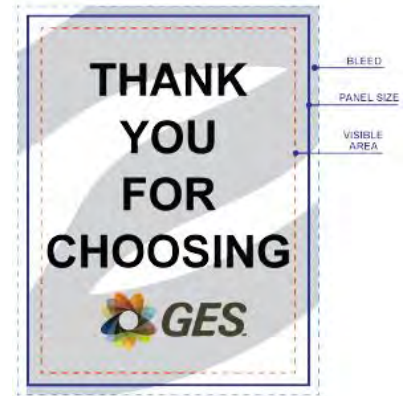


## Final Print package should contain:

- 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.





# Standard Graphics

## 38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*

# Graphics Order Form

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**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:

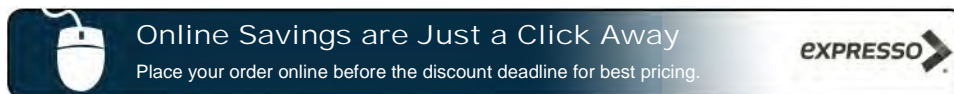
January 2, 2020

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	138.50	193.50		5.00	\$
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	109.50	153.00		5.00	\$
S2844	28"W x 44"H Vertical Sign w/ Easel, Single Sided	148.00	207.00		5.00	\$
SBAN	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	206.00	288.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided	308.00	430.50		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided	212.50	297.50		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided	459.00	642.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided	306.00	428.50		5.00	\$
SMISC	Layout and Design Work / hour	79.00	110.50		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 on signs unless error lies with GES production.

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





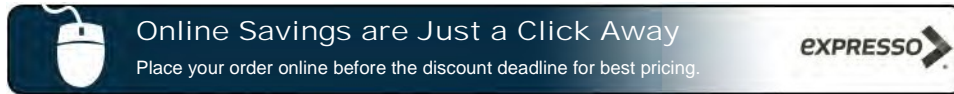
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**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 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.

## Show Special Booths

**Header Sign(s) - 12"x116" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Cost**

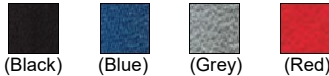
### Package A: 10' x 10'



### Package B: 10' x 20'



#### 13 oz. Carpet Colour Options



#### Exhibit Panel Colour Options

(Black) (White)

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
SS001	Package A, 10' x 10' Inline	1262.50	1768.00		5.00	\$
SS002	Package B, 10' x 20' Inline	1964.50	2751.00		5.00	\$
	Custom Header Sign	114.50	160.50		5.00	\$
<p>You can upload your file(s) to: <a href="https://file.ges.com/">https://file.ges.com/</a>  Enter <a href="mailto:cgraphics@ges.com">cgraphics@ges.com</a> in the "Recipient Email Address" field.  <b>IMPORTANT:</b> Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"</p>						
<p><b>Package A, Identification Sign to Read:</b> _____</p>						
<p><b>Package B, Identification Signs to Read:</b> Left: _____ Right: _____</p>						
<p>Carpet Colour: _____ Panel Colour: _____  All carpet and panel colours subject to availability</p>						

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

X  
Authorized Signature \_\_\_\_\_

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

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

Date \_\_\_\_\_

Total Payment  
Enclosed

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

GST # R104060264

**Cancellation Policy:** 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/>



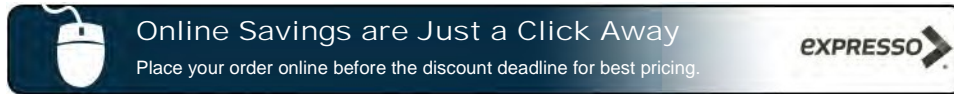
# Plants and Floral Order Form

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

**2020 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 2020

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



## Easy Ordering Tips:

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

## Plants and Flower Arrangements

### Floor and Table Plants

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFP25	2 ft. to 5 ft. Tall	80.00	112.50		5.00	\$
PFP68	6 ft. to 8 ft. Tall	132.00	185.50		5.00	\$
PBF	Boston Fern	70.00	98.00		5.00	\$
PTP	Table Plant – 10"	62.50	87.50		5.00	\$
PMUM	Mums	45.00	62.50		5.00	\$

### Flower Arrangements

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFAS	Standard Fresh Flower Arrangement	123.00	172.00		5.00	\$
PFAP	Premium Fresh Flower Arrangement	227.00	317.50		5.00	\$
PFAE	Exotic Fresh Flower Arrangement	159.50	222.50		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

X

Authorized Signature

Authorized Name - Please Print

Date

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/>



# 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.

2020 Calgary Real Estate Board  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:

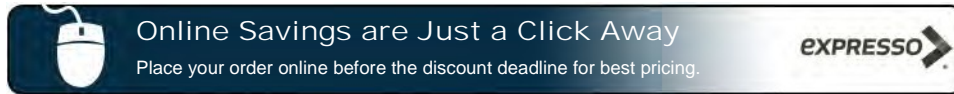
January 2, 2020

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- Orders placed at show site will be completed in the order in which they are received.
- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the GES desk one-half (1/2) 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 (1/2) 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	89.50	116.50			5.00	\$
LINOT	LOOT	OT Move In/Out	134.50	174.50			5.00	\$
LINDT	LODT	DT Move In/Out	179.50	233.50			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)

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

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

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



# In-Booth Forklift 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 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 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:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for placing equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Don't forget to order for Move In and Move Out.
- The exhibitor must check the forklift driver in and out at the GES desk.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for in-booth forklift is one (1) hour per worker. Thereafter it 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 Forklift

Item Code	Item Code	Description	Discount (\$)	Show Site (\$)	# Forklifts	X # Hours	Tax %	Total
IBIRFL	IBORFL	ST Move In/Out	137.00	191.50			5.00	\$
IBIOTFL	IBOOTFL	OT Move In/Out	205.00	287.00			5.00	\$
IBIDTFL	IBODTFL	DT Move In/Out	273.50	383.00			5.00	\$

## Step 2. Indicate the Service

### Option A: 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.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating      ☐ Unskidding      ☐ Positioning  
☐ Leveling      ☐ Dismantling      ☐ Re-crating  
☐ Reskidding

#### Move In

Schedule Dates	Schedule Start Time	Schedule End Time	# Forklifts
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	# Forklifts
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)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

**Cancellation Policy:** Orders cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per forklift. If Exhibitor fails to use the forklift at the time confirmed, a one (1) hour "No-Show" charge per forklift 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 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 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

	Crated	Special Handling
Advance Shipment to Warehouse (200 lbs. minimum per shipment)	\$79.00 cwt	\$103.00 cwt

	Crated	Special Handling	Uncrated
Direct Shipment to Show Site (200 lbs. minimum per shipment)	\$62.00 cwt	\$81.00 cwt	\$99.00 cwt

	First Package	Each Additional Package
Small Packages (50 lbs. maximum per shipment, received on show site only)	\$48.00	\$12.50 ea

### Advance Shipments to Warehouse Dates:

December 16, 2019 : Advance shipments may begin arriving at warehouse.

January 6, 2020 : Last day for shipments to arrive at warehouse.

### Direct Shipments to Show Site Dates:

January 13, 2020 : Direct shipments may begin arriving at exhibit site after 1 pm.

January 13, 2020 : Last day for shipments to arrive at exhibit site by 4:30 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 = \$46.00 + \_\_\_\_\_ Additional Pieces x \$11.75 = \_\_\_\_\_ 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

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.

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**2020 Calgary Real Estate Board**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
c/o GES/2019 Calgary Real Estate Board  
(Company Name & Booth #)  
20 Roundup Way SE  
Calgary, AB T2G 2W1  
Canada

**Shipment Should Arrive on or Between:**

January 13, 2020 until January 13, 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



<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**2020 Calgary Real Estate Board**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
c/o GES/2019 Calgary Real Estate Board  
(Company Name & Booth #)  
20 Roundup Way SE  
Calgary, AB T2G 2W1  
Canada

**Shipment Should Arrive on or Between:**

January 13, 2020 until January 13, 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

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:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**2020 Calgary Real Estate Board**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
c/o GES/2020 Calgary Real Estate Board  
(Company Name & Booth #)  
#25, 5805 - 76 Ave SE  
Calgary, AB T2C 5L8  
Canada

***Shipment Should Arrive on or Between:***

December 16, 2019 until January 6, 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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**2020 Calgary Real Estate Board**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
c/o GES/2020 Calgary Real Estate Board  
(Company Name & Booth #)  
#25, 5805 - 76 Ave SE  
Calgary, AB T2C 5L8  
Canada

***Shipment Should Arrive on or Between:***

December 16, 2019 until January 6, 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

Please print this label on a color printer if possible





**From your door - to the floor - and back**

**Any Location. Any Mode. Any Service Level.**

Allow the GES Logistics team to skillfully and efficiently manage the shipping and logistics process for you. As an industry leader, GES is committed to providing high level service while maintaining competitive rates and to providing an expert team you can rely on.

**Consider these advantages:**

- All-inclusive service: pick-up, warehousing, delivery, storage & outbound service.
- Advance Warehousing guarantees your shipment will arrive on-site, on time.
- Priority delivery ensures that your freight is delivered first.
- Various service options: round-trip, advance warehousing only, outbound shipping only.
- Various transport options: time-critical, expedited, international air and more.
- Eliminate additional fees charged by some carriers for trade show deliveries.
- Avoid long wait times at the docks. Maximize your set-up time.
- GES Logistics reps are on-site and at your service throughout the event.

From the beginning of move-in, throughout the event and until your last shipment leaves the show floor.

**GES is the one-source solution for all of your Logistics needs.**



Contact GES Customs & Logistics today at [canadawestlogistics@ges.com](mailto:canadawestlogistics@ges.com) or **1.877.437.4247**

# Shipping Order Form

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

**2020 Calgary Real Estate Board**

BMO Centre, Stampede Park

January 14, 2020

Discount Deadline Date:

January 2, 2020

## Pick up Information

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

## Destination Information

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

## Details of the items to be shipped

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

## Payment Information

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

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

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

**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,

<b>Please Sign</b>	X
Authorized Signature	
Authorized Name - Please Print	Date

**Total Payment Enclosed**

\$
----

GST # R104060264

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



# Material Handling/Drayage Information

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



American Academy of Pain Medicine Annual Meeting  
Colorado Convention Center, Mile High Ballroom  
March 7 - 9, 2019

## Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

## How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

## How to Ship to Exhibit Site

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

## Freight Carriers

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

## Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/016600259/logistics\\_Quote](https://e.ges.com/016600259/logistics_Quote)

Chat with us <http://www.ges.com/chat>

## Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

## Machinery Labor and Equipment

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

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

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

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## Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

## Insurance

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

## Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

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# 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 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 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

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

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

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





# Post Show 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.

Discount Deadline Date:



## 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
Local Cartage/Post Show Service (300 lbs. minimum per shipment)	\$75.00 cwt	\$99.00 cwt

Shipment **MUST** be picked up 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. Provide Payment Information

Cardholder Name - Please Print

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

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY
-------

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

A return Bill of Lading **MUST** be provided when this form is delivered to a GES representative.

You must arrange for your carrier to pickup from the GES Warehouse **within** 3 business days, additional storage rates will apply after 3 days.

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 CANADA 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.

**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/>





# 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 Calgary Real Estate Board**  
BMO Centre, Stampede Park  
January 14, 2020

Discount Deadline Date:  
January 2, 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.