

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

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'	Standard Booth Package Includes:
Backwall Drape: Black	Draped booths include the following:
Sidewall Drape: Black	- 8' high black back wall, 3' high black side wall,
Booth Carpet Colour: Grey	- 7" x 44" booth ID Sign
Aisle Carpet Colour: Pepper	- 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: GES on site from 8 am until 5 pm

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 7:00 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.

*See shipping label in the exhibitor manual.

Direct Shipments to Showsite Address:

c/o GES/2020 Calgary Real Estate Board
(Company Name & Booth #)
20 Roundup Way SE
Calgary, AB T2G 2W1
Canada

Direct to Showsite Receiving Dates:

January 13, 2020

Shipments to begin arriving at: 1 pm

Receiving dock closes at: 4:30 pm

*See shipping label in the exhibitor manual.

One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

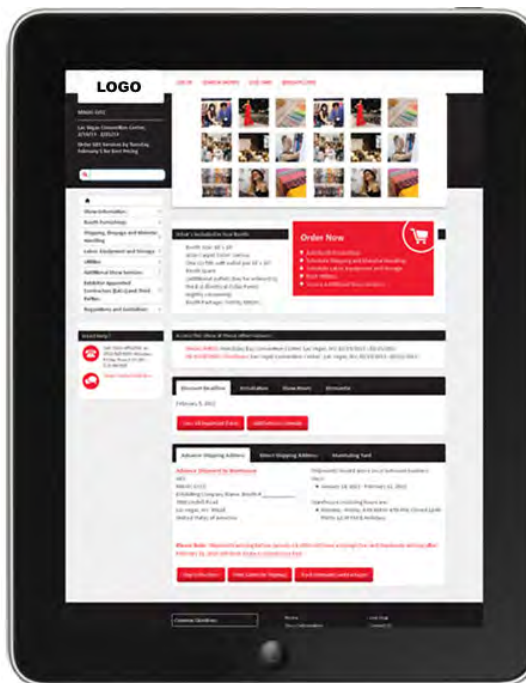
Exhibitors can:

- 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 ServicerSM

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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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: No Yes – Please return Third Party Billing Request Form

Method of Payment Credit Card EFT/Wire Transfer 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 MasterCard Corporate Card
 VISA Personal Card
 American Express

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

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

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

Please Sign X
Authorized Signature _____
Authorized Name - Please Print _____ Date _____

Total Payment Enclosed \$ _____

GST # R104060264

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



Electronic Funds/Wire Transfer Form

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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 : **Hanin Abdallah, Accounts Receivable**
GES Canada Limited
 Email: ar@ges.com Fax: 905-283-0501

GES Bank Information

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

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

Please Note: Please ensure transfer is made by the deadline date on your Order Form or Quotation.
 Additional charges will be incurred for late payments, and services may be delayed.
 *Minimum Bank Charges as shown above, reflect GES's bank charges only.
 Any additional wire transfer and EFT fees are the exhibitor's responsibility.



Carpet

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



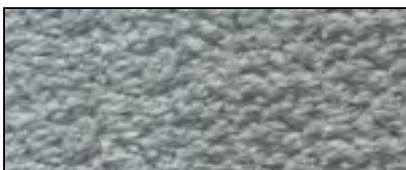
Black



Blue



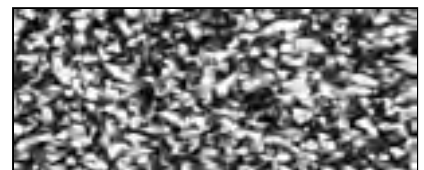
Blue Jay



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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Online Savings are Just a Click Away

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



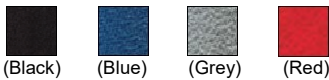
Easy Ordering Tips:

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

Carpet

Standard Color Options

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



Item Code	Description	Color	Discount (\$)	Standard (\$)	Qty	Tax %	Total
C1010	Pre-Cut Standard Carpet 10'x10'		188.00	263.00		5.00	\$
C1020	Pre-Cut Standard Carpet 10'x20'		376.00	526.00		5.00	\$
C1030	Pre-Cut Standard Carpet 10'x30'		565.00	791.00		5.00	\$

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

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CUSTC	Standard Carpet Custom-Cut, Per Sq.Ft.		1.88 / Sq.Ft.	2.63 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CACU	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.27 / Sq.Ft.	1.78 / Sq.Ft.		5.00	\$
CACU	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.	2.54 / Sq.Ft.	3.56 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CAPC	Carpet Plastic Covering, Per Sq.Ft.	0.28 / Sq.Ft.	0.39 / Sq.Ft.		5.00	\$

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

GST # R104060264

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

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




Booth Cleaning Order Form

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Easy Ordering Tips:

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

Step 1. Calculate Booth Square Footage

Width 100 X Length 100 = 10,000 Total Sq. Ft.

Step 2. Order Cleaning Services

Item Code	Description	Discount (\$)	Standard (\$)	Total Sq. Ft.	# of Days	Tax %	Total
BCICSF1	Initial Cleaning 50 – 600 sq. ft.	0.48 / Sq.Ft.	0.67 / Sq.Ft.		1	5.00	\$
BCICSF2	Initial Cleaning 601 – 1000 sq. ft.	0.37 / Sq.Ft.	0.52 / Sq.Ft.		1	5.00	\$
BCICSF3	Initial Cleaning over 1000 sq. ft.	0.27 / Sq.Ft.	0.38 / Sq.Ft.		1	5.00	\$
BCDCSF	Daily Cleaning (per sq. ft. per day)	0.23 / Sq.Ft.	0.32 / Sq.Ft.			5.00	\$

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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

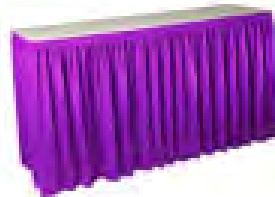


Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



White



Black



Blue



Silver



Green



Red

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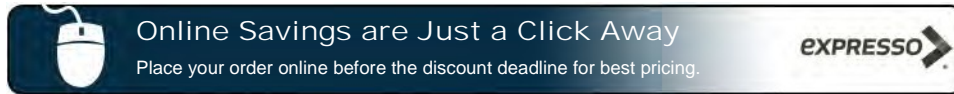
Furnishings Order Form

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2020 Calgary Real Estate Board
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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	35.50	49.50		5.00	\$
FGFSC	Grey Fabric Side Chair	48.00	67.00		5.00	\$
FGFAC	Grey Fabric Arm Chair	49.50	69.50		5.00	\$
FGFCS	Grey Fabric Counter Stool	105.00	147.00		5.00	\$

Pedestal Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FPEDT40	Cocktail Table – 30" round, 40" high	105.00	147.00		5.00	\$
FPEDT	Starbase Table – 30" round, 30" high	87.00	122.00		5.00	\$
FCOFT	Coffee Table – 30" round, 18" high	67.00	94.00		5.00	\$

Accessories

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FCS	Pair of Tape Stanchions	102.00	143.00		5.00	\$
FCS	Additional Tape Stanchions / ea.	51.00	71.00		5.00	\$
FESL	Aluminum Easel	48.00	67.00		5.00	\$
FCT	Coat Tree	37.00	52.00		5.00	\$
FBH	Bag Stand 41'H	79.00	111.00		5.00	\$
FLR	Literature Rack	94.00	132.00		5.00	\$
FCSH	Sign Holder, Chrome, 22"x28" (Sign Extra)	57.00	80.00		5.00	\$
FSBD	Gold Ballot Drum, Small, Table Top	76.00	106.00		5.00	\$
FWB	Wastebasket	26.00	36.50		5.00	\$
FCSU	White Counter Storage Unit 40'H	163.00	228.00		5.00	\$

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

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed

\$ _____

GST # R104060264

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

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



Furnishings Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

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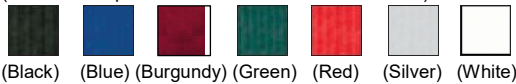
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- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Standard Furnishings

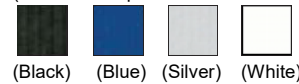
Table Skirt Color Options

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



Counter Skirt Color Options

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



Skirted Tables

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
DT4	Table 4', Skirted 4 Sides, 30" High, 24" Wide		98.00	137.00		5.00	\$
DT6	Table 6', Skirted 3 Sides, 30" High, 24" Wide		108.00	151.00		5.00	\$
DT8	Table 8', Skirted 3 Sides, 30" High, 24" Wide		116.00	162.00		5.00	\$
DTS4S	Table, Skirt 4th Side		43.00	60.00		5.00	\$

Unskirted Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
UD4	Table 4', Unskirted, 30" High, 24" Wide	56.00	78.00		5.00	\$
UD6	Table 6', Unskirted, 30" High, 24" Wide	66.00	92.00		5.00	\$
UD8	Table 8', Unskirted, 30" High, 24" Wide	74.00	104.00		5.00	\$

Skirted Counters

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RD4	Table 4', Skirted 4 Sides, 42" High, 24" Wide		112.00	157.00		5.00	\$
RD6	Table 6', Skirted 3 Sides, 42" High, 24" Wide		137.00	192.00		5.00	\$
RD8	Table 8', Skirted 3 Sides, 42" High, 24" Wide		168.00	235.00		5.00	\$
DTS4S	Table, Skirt 4th Side		51.50	72.00		5.00	\$

Unskirted Counters

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RUD4	Table 4', Unskirted, 42" High, 24" Wide	70.00	98.00		5.00	\$
RUD6	Table 6', Unskirted, 42" High, 24" Wide	96.00	134.00		5.00	\$
RUD8	Table 8', Unskirted, 42" High, 24" Wide	126.00	176.00		5.00	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

GST # R104060264

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

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




Custom Booth Draping Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____



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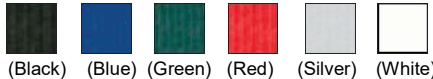
Easy Ordering Tips:

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

Custom Booth Draping

Color Options

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



Regular Banjo Drape

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D3	3 Ft. High Banjo (Per Linear Ft.)		7.95	11.10		5.00	\$
D8	8 Ft. High Banjo (Per Linear Ft.)		9.30	13.05		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	16.50	23.00		5.00	\$
D16	16 Ft. High Banjo (Per Linear Ft.)	Black	18.00	25.00		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	28.00	39.00		5.00	\$

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

Please Sign X _____
 Authorized Signature

_____ Date _____
 Authorized Name - Please Print

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

Total Payment Enclosed \$

GST # R104060264

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

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



Specialty Furniture Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

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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	389.00	545.00		5.00	\$
SPE002	White Leather Love Seat	283.00	396.00		5.00	\$
SPE003	White Leather Armchair	219.00	307.00		5.00	\$
SPE004	Espresso Leather Sofa	389.00	545.00		5.00	\$
SPE005	Espresso Leather Love Seat	283.00	396.00		5.00	\$
SPE006	Espresso Leather Armchair	219.00	307.00		5.00	\$

Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE015	Coffee Table	126.00	176.00		5.00	\$
SPE016	End Table	88.00	123.00		5.00	\$
SPE009	Glass Top Dining Table	301.00	421.00		5.00	\$

Seating

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE010	Fabric Dining Chair	104.00	146.00		5.00	\$
SPE012	White Fabric Tub Chair	191.00	267.00		5.00	\$

Stools

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE019	White Pump Stool	138.00	190.00		5.00	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print Date

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/>



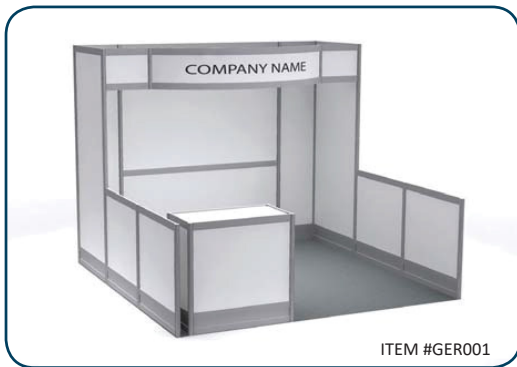
Standard Exhibit Systems

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 **DWarcup@ges.com**

10' x 10' Exhibit Rentals

STANDARD



Model 1

ENHANCED



Model 2



Model 3



Choice of coloured infill panels



Choice of carpet colour



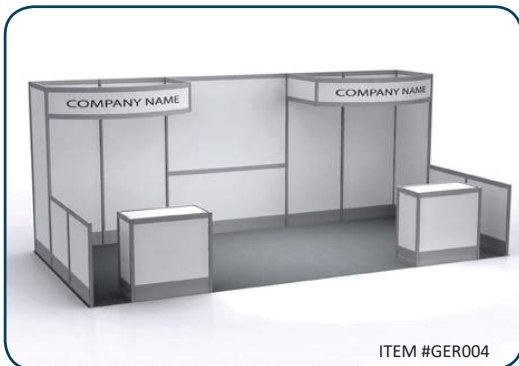
Standard Exhibit Systems

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.

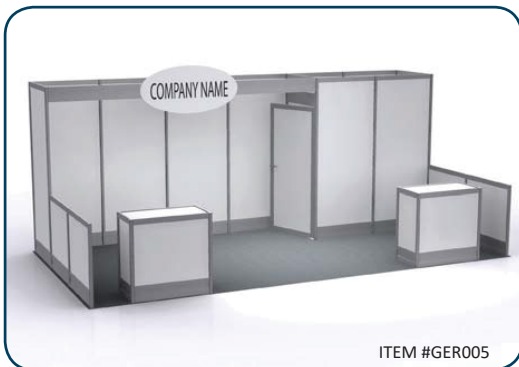
All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **DWarcup@ges.com**

10' x 20' Exhibit Rentals

STANDARD



Model 4



Model 5



ENHANCED



Model 6

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 _____

Online Savings are Just a Click Away

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



Easy Ordering Tips:

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

Standard Exhibits

13 oz. Carpet Colour Options

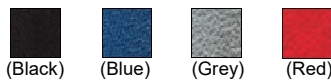


Exhibit Panel Colour Options

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

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GER001	Standard Model #1, 10' x 10' Inline	1,329.00	1,861.00		5.00	\$
GER002	Standard Model #2, 10' x 10' Inline	1,485.00	2,079.00		5.00	\$
GER003	Standard Model #3, 10' x 10' Inline	1,441.00	2,017.00		5.00	\$
GER004	Standard Model #4, 10' x 20' Inline	1,974.00	2,764.00		5.00	\$
GER005	Standard Model #5, 10' x 20' Inline	2,195.00	3,073.00		5.00	\$
GER006	Standard Model #6, 10' x 20' Inline	2,148.00	3,007.00		5.00	\$



Custom Header Sign **109.00** 153.00 5.00 \$

You can upload your file(s) to: <https://file.ges.com/>
 Enter cgraphics@ges.com in the "Recipient Email Address" field.
IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

Models 1, 2, 5 Identification Sign to Read: _____

Model 4, Identification Signs to Read: Left: _____ Right: _____

Carpet Colour: _____ Panel Colour: _____
All carpet and panel colours subject to availability

Please indicate date and time of arrival: _____
 Date of Arrival _____ Time of Arrival: _____

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

Please Sign X _____
 Authorized Signature

_____ Date _____
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

GST # R104060264

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/>



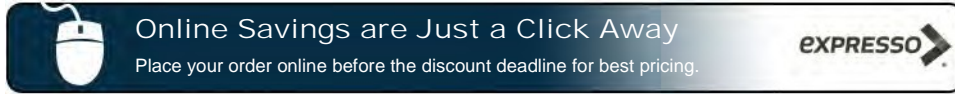
Exhibit Systems Order Form

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 1st day of move in.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

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

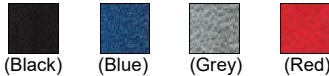


Exhibit Panel Colour Options

(Black) (White)

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
SS001	Package A, 10' x 10' Inline	1,202.00	1,683.00		5.00	\$
SS002	Package B, 10' x 20' Inline	1,871.00	2,619.00		5.00	\$
	Custom Header Sign	109.00	153.00		5.00	\$

You can upload your file(s) to: <https://file.ges.com/>
 Enter cgraphics@ges.com in the "Recipient Email Address" field.
IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

Package A, Identification Sign to Read: _____

Package B, Identification Signs to Read: Left: _____ Right: _____

Carpet Colour: _____ Panel Colour: _____
 All carpet and panel colours subject to availability

Please indicate date and time of arrival:

Date of Arrival _____ Time of Arrival: _____

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

Please Sign _____
 Authorized Signature

_____ Date _____
 Authorized Name - Please Print

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

Total Payment Enclosed

\$ _____

GST # R104060264

Cancellation Policy: No refunds/exchanges 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.

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 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	111.00	154.00		5.00	\$
PED002	Pedestal (White) 20"L x 20"W x 36"H	111.00	154.00		5.00	\$
GPML	Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	550.00	770.00		5.00	\$
GSC	Storage Counter (White) 80"L X 20"W X 40"H	328.00	459.00		5.00	\$
GCC	Curved Counter (White) 60"L X 20"W X 40"H	225.00	315.00		5.00	\$
G99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	225.00	315.00		5.00	\$
G99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	229.00	321.00		5.00	\$
G99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	332.00	465.00		5.00	\$
G99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	468.00	655.00		5.00	\$

GEM Booth Accessories

Designed to fit GES hardwall booths.

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GWF	Waterfall With Eight Hooks	22.00	31.00		5.00	\$
GGR	Garment Rail 39"W	57.00	80.00		5.00	\$
GFS	Shelves - Flat 37"L X 12"W	48.00	67.00		5.00	\$
GAS	Shelves - Angled 37"L X 12"W	48.00	67.00		5.00	\$
GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	133.00	186.00		5.00	\$

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

Please Sign

X
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

GST # R104060264

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

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



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

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.
- 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	132.00	185.00		5.00	\$
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	104.00	146.00		5.00	\$
S2844	28"W x 44"H Vertical Sign w/ Easel, Single Sided	140.00	196.00		5.00	\$
SBAN	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	197.00	276.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided	293.00	410.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided	202.00	283.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided	437.00	612.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided	291.00	407.00		5.00	\$
SMISC	Layout and Design Work / hour	75.00	105.00		5.00	\$

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

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

GST # R104060264

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

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




Plants and Floral Order Form

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


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.
- 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	76.00	106.00		5.00	\$
PFP68	6 ft. to 8 ft. Tall	126.00	176.00		5.00	\$
PBF	Boston Fern	67.00	94.00		5.00	\$
PTP	Table Plant – 10"	59.00	83.00		5.00	\$
PMUM	Mums	43.00	60.00		5.00	\$

Flower Arrangements

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFAS	Standard Fresh Flower Arrangement	118.00	165.00		5.00	\$
PFAP	Premium Fresh Flower Arrangement	218.00	305.00		5.00	\$
PFAE	Exotic Fresh Flower Arrangement	153.00	214.00		5.00	\$

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

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

Please Sign X

 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed \$ _____

GST # R104060264

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

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



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 _____

Online Savings are Just a Click Away

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



Easy Ordering Tips:

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

Step 1. Order Labour

Item Code	Item Code	Description	Discount (\$)	Show Site (\$)	# Workers	X # Hours	Tax %	Total
LINREG	LOREG	ST Move In/Out	85.50	111.00			5.00	\$
LINOT	LOOT	OT Move In/Out	128.00	166.50			5.00	\$
LINDT	LODT	DT Move In/Out	171.00	222.50			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

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed

\$ _____

GST # R104060264

Cancellation Policy: 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	130.00	182.00			5.00	\$
IBIOTFL	IBOOTFL	OT Move In/Out	195.00	273.00			5.00	\$
IBIDTFL	IBODTFL	DT Move In/Out	260.50	364.50			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

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: 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/>



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.

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	Shipment MUST be picked up by:
Post Show Service (300 lbs. minimum per shipment)	\$72.00 cwt	\$93.00 cwt	

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 _____	_____
_____	Total # of Pieces		Total Weight: _____

Step 3. 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

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

Please Sign _____
 Authorized Signature

_____ Date _____
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____
 GST # R104060264

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/>



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)	\$75.50 cwt	\$98.00 cwt	
Direct Shipment to Show Site (200 lbs. minimum per shipment)	\$59.00 cwt	\$76.50 cwt	\$94.50 cwt
Small Packages (50 lbs. maximum per shipment, received on show site only)		First Package \$46.00	Each Additional Package \$11.75 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

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

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/>



What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading

Constricted Space Loading



Stacked Shipments

Uncrated Shipment



Multiple Shipments



GES LOGISTICS & SHIPPING

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 or 1.877.437.4247

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

D	RUSH!
	EXHIBITION FREIGHT

FROM:

D	RUSH!
	EXHIBITION FREIGHT

FROM:

Please print this label on a color printer if possible

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

2020 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(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

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

2020 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(Company Name & Booth #)
20 Roundup Way SE
Calgary, AB T2G 2W1
Canada

Shipment Should Arrive on or Between:

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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



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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

2020 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(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



TO:

Full Exhibiting Company Name at Show

2020 Calgary Real Estate Board

Name of Exhibition 042600669

BOOTH NUMBER

C/O GES
(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

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 <input type="checkbox"/> Yes <input type="checkbox"/> No		
Customs Broker	Broker Contact Name		Broker Phone Number		Customs Paperwork Attached	
My materials are shipping to the:		<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Show Site			

Destination Information

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

Details of the items to be shipped

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

Payment Information

Cardholder Name - Please Print

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

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

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- 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

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

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

Total Payment Enclosed

GST # R104060264

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



GES Logistics Services

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

Your Choice of Reliable Service Options

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



24-Hour Tracking

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

On-Site Representation

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

Competitive Pricing

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

Simplified Budgeting

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

Simplified Ordering

For your convenience choose one of the ordering options available:

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

Ship everywhere with GES Logistics Services.

GES Customs Services

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

Reliable and Efficient Service

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

Personnel are accessible at all times

Value Added Service

Save time and money by making fewer calls

Personalized Service

Telephone, email and fax communication

Forms and instructions for completion in all Exhibitor Service Kits

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

On-Site Representation

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

Before you ship, contact GES

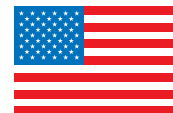
Please contact GES using one of these convenient options:

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

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



CUSTOMS SIMPLIFIED TIPS FOR SHIPPING ACROSS THE BORDER



WELCOME TO CANADA

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

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

1. Use Official Suppliers

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

2. Complete Customs Documents

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

3. Ship on Time

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

4. Hand Carrying or Private Vehicle

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

5. Tracing Service

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

6. Changes & Return Shipments

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

7. Communicate with GES CUSTOMS/LOGISTICS Contacts

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

Customs / Transportation Order Form

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

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

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

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

Show/Event Name:

Services Required (please check one):

- Customs Clearance and Transportation Customs Clearance Only Transportation Only

Show/Event Dates:

Shipper Info.

Company Name: _____
 IRS #: _____
 Address: _____

 City: _____ State/Prov: _____ Zip/Post: _____
 Contact Name: _____ Tel: _____
 E-mail: _____ Fax: _____

Delivery Info.

Company Name: _____ Booth #: _____
 Facility Name: _____
 Address: _____

 City: _____ State/Prov: _____ Zip/Post: _____
 On-site Contact: _____ Cell: _____
 E-mail: _____

Return Freight Info.

No Return Shipment Same as Shipper
 Company Name: _____
 IRS #: _____
 Address: _____

 City: _____ State/Prov: _____ Zip/Post: _____
 Contact Name: _____ Tel: _____
 E-Mail: _____ Fax: _____

Billing Info.

Same as Shipper
 Company Name: _____
 Importer # (if applicable): _____
 Address: _____

 City: _____ State/Prov: _____ Zip/Post: _____
 Contact Name: _____ Tel: _____
 E-mail: _____ Fax: _____

Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.

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

Pick-up Info.

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

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

Shipment Info.

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

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

Shipment Terms & Conditions

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

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

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

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

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



_____ This form was completed by (please print full name) _____ Title

Please Sign

X _____
 Authorized Signature _____ Date

Customs / Transportation Order Form

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

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

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

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

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

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

Services Required (please check one):

- Customs Clearance and Transportation Customs Clearance Only Transportation Only

Shipper Info.

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

Delivery Info.

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

Return Freight Info.

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

Billing Info.

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

Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.

Charge to: Visa MasterCard American Express
 Cardholder Name: JOHN SMITH CVV Number: 123 (3 digit number)
 Credit Card Number: 1234 5678 9123 4567 Expiry Date: 07/22
 I hereby authorize use of this card for payment of services relative to this form.
 Cardholder Signature: *John Smith* Date: OCTOBER 5, 2018

Pick-up Info.

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

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

Shipment Info.

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)		Length	Width	Height		Per Piece	Total
2	BOXES	@ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56	112
1	SKID	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	400
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3	Total							512

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

Shipment Terms & Conditions

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

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

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

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

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



JOHN SMITH CEO
 This form was completed by (please print full name) Title
John Smith OCTOBER 5, 2018
 Authorized Signature Date

Please Sign



Private Vehicle Border Crossing & ACE E-Manifest Information

powered by:



CANADA

Estimated Date of Arrival:

Estimated Time of Arrival:

Port of Crossing into Canada:

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

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

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

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

Border Crossing Info.

USA

Estimated Date of Arrival:

Estimate Time of Arrival:

Port of Crossing into USA:

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

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

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

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

Vehicle Info.

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

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Trailer Info.

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

V.I.N. #:

License Plate #:

State / Province of Registration:

DOT # (if applicable):

Driver Info.

Full Name:

Date of Birth:

Gender:

Citizenship:

Driver's License #:

Expiry Date:

State / Province of Issue:

Country of Issue:

Passport #:

Expiry Date:

Country of Issue:

Passenger Info.

Full Name:

Date of Birth:

Gender:

Citizenship:

Driver's License #:

Expiry Date:

State / Province of Issue:

Country of Issue:

Passport #:

Expiry Date:

Country of Issue:

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

To be completed ONLY if applicable

Carrier Info.

Standard Carrier Alpha Code (SCAC):

Shipment Control Number (SCN):

Trip Number:



COMMERCIAL INVOICE / PACKING LIST

powered by:



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

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

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

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

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

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

TEMPORARY IMPORT VALUE:
PERMANENT IMPORT VALUE:

Signature: _____

Date: _____



COMMERCIAL INVOICE / PACKING LIST

powered by:



Delivering First Class Service Every Time

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

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

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

Electronic Equipment **MUST** include Brand Name & Model #.

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

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

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

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

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

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

TEMPORARY IMPORT VALUE: 11,800.00
 PERMANENT IMPORT VALUE: 340.00

Signature: John Smith

Date: 10/5/2018



Textile Manufacturer Info.



Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: _____

MID# or Address: _____

Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: _____

MID# or Address: _____

Description of Article:	Country of Origin:

Manufacturer Information (original manufacturer in country of origin)

Name: _____

MID# or Address: _____

Limits of Liability and Responsibility

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

2020 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.