



Welcome Exhibitors!

22nd Annual International Pressure Equipment Integrity Association

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the **22nd Annual IPEIA Conference**. We trust you'll find the exhibit opportunity to be an effective market place for your products and services.

Listed below is some general information to help with your preparations for this event.

Following is the exhibitor service manual.

Venue: Banff Centre - Kinnear Building

Each **6' deep x 8' wide** draped display booth includes

8' high backwall drape

3' high sidewall drape

1 - 6' skirted table (**4' option, see Page 6**)

2 - Chairs

1 - 600 watt outlet

Shipping: Please note the Banff Centre does not handle exhibitor goods, boxes and displays are to be shipped to GES, not the Centre. GES Canada offers full warehouse, and small / direct materials handling services, and is your contact for inbound and post show shipments. GES will deliver goods received to your display.

If you are shipping skids, or large crates, over 200 lbs., please contact our office with the details of your shipment before shipping to make arrangements.

For details, refer to the materials handling form on page 3. Ship to address labels to our office are on page 5. If you are using a courier to ship out post show, storage charges will apply for pick up from our office the next business day. Otherwise pick ups are from show site, at tear down. GES Logistics should be arranged in advance if this pick up cannot be arranged by your company. If you are shipping skids, or large crates, over 200 lbs., or if you have any questions, please contact our office.

Post show proper labeling of shipments by exhibitors is required. Include a waybill and labels from Banff to the destination (and if international, 3 copies of a commercial invoice) for your reps to use at tear down.

Access: There is no loading dock at this facility, (a power tailgate is required) there is a freight elevator, items over 6' wide, 9' deep or 80" high may not be deliverable to all booths. Please contact our office if you are concerned about the size of your crates.

Carpet: The exhibit area is carpeted, in taupe. If you would like additional carpet please contact our office.

Power: One 600 watt outlet, for about 5 amps of power is provided at your booth, this power is on a breaker that is shared with another booth. If you require any additional services for your booth, please see page 9.

Exhibit Hours:

Move In / Installation - Tuesday March 6, 2018, 9 am - 9 pm

Exhibits Open - Wednesday March 7th, 9 am - 6 pm

Thursday March 8th, 8 am - 6 pm & Friday March 9th, 8 am - noon

Move out / Dismantle - Friday March 9th, noon - 2:30 pm

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

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

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



Material Handling Order Form

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

MATERIAL HANDLING SMALL SHIPMENT SERVICE

The Banff Centre does not handle exhibitor goods

Ship Prepaid Only — Collect shipments will be refused.

All charges are based on weight/cubed/outbound largest (min. charge applies), and are per shipment received, consolidate your goods to one shipment.

Rates Include:

- Checking receipt of items as specified by exhibitor below
- Unloading materials and delivery to your booth
- For longer storage or larger displays please request the warehouse materials handling service

Small Box Service

\$57.00 1st box/bag / \$30.00 each additional
 15 lbs. or less

Maximum of 3 small pieces < 15 lbs. each

May arrive - February 28th - March 2nd. late shipments will be accepted - (there is no weekend service to Banff)

Freight that arrives earlier will be charged extra

If shipping over 200 lbs., contact our office, storage on site is limited.

Small Booths & Displays

\$140.00 per 100lbs shipped
 rolling cases & boxes, not skids or crates
 upto 200lbs only (over 100 - 200 lbs. = \$ 280.00)

Address is on the shipping label following

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

Goods arriving late will be taken to display as soon as they arrive, goods should still be addressed to GES

Improperly packaged materials may be assessed a special handling fee. GES CANADA is not responsible for concealed damage or damage due to improper packaging. A surcharge is assessed for shipments arriving without service being ordered. If your designated carriers do not pickup or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays or charges. Please see the information page for full details of terms and conditions of this service. Shipments are charged per 100lbs and will be charged \$140.00 for parts of above 100lbs.

If you will have a return shipment. Proper labeling & packing is the exhibitors responsibility. Include waybills with address & account #, labels, and if international, customs docs (3 copies) in your shipment, for the return of your goods, for the reps on site when packing up. Goods will be shipped out as per this information from our Banff office. Not doing so or emailing waybills to GES will incur extra charges

Return: Your company will need to prepare shipment for return, including filling out a waybill with account number, packing and securing each piece, removing old labels and labeling each piece for return.

Courier shipments (FedEx Air, Purolator, etc..) of **boxes** held at our office, in Banff for courier pickup the next business day will be charged storage of \$38.00 (up to 45 lbs.) if pre-ordered, \$68.00 (up to 45 lbs.) if ordered on site.

Courier shipments (FedEx Air, Purolator, etc..) of **rolling cases/ booth displays** (under 200 lbs. & unskidded only) held at our office, in Banff for courier pickup the next business day will be charged storage of \$88.00/100 lbs. if pre-ordered, \$128.00/100 lbs. if ordered on site.

Storage is arranged by filling in amount below. Storage fees are charged daily if items are not picked up the next business day.

Trucked skidded or large shipments are not held in Banff, pick up is during tear down. Contact our office to arrange hiring GES Transportation in advance, if this cannot be arranged.

If shipping **internationally**, GES recommends the use of a customs broker, and note

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

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

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

SHIPMENT DETAILS AND MATERIAL HANDLING CHARGES

| | | | | |
|-----------|----------|-------|-------------------|------------------|
| Carrier : | Waybill# | # pcs | estimated weight: | estimated price: |
| | | | | |

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT. SEE NEXT PAGE FOR FULL DETAILS

| | |
|--|----|
| Post show storage estimate if required: | \$ |
| TOTAL ESTIMATED CHARGES: | \$ |
| Carry this total to the payment and credit card authorization form | |

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



Material Handling Information

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

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the Warehouse

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

How to ship goods

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

Freight Carriers

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

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.

- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

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

GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.
 - **Measure of Damage** - If GES CANADA was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.
- GES CANADA does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.

GES

EXHIBITION FREIGHT

FROM:

SMALL SHIPMENT

TO:

EXHIBITING COMPANY

22nd IPEIA

NAME OF EXHIBITION

BOOTH NUMBER

405 Spray Avenue
BANFF, ALBERTA T1L 1J4
Attention: GES BANFF

SHIPMENT SHOULD ARRIVE BETWEEN:

Feb 28 - March 2nd

Carrier _____



Number _____ of _____ pieces

GES

EXHIBITION FREIGHT

FROM:

SMALL SHIPMENT

TO:

EXHIBITING COMPANY

22nd IPEIA

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BOOTH NUMBER

405 Spray Avenue
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Carrier _____



Number _____ of _____ pieces

GES

EXHIBITION FREIGHT

FROM:

SMALL SHIPMENT

TO:

EXHIBITING COMPANY

22nd IPEIA

NAME OF EXHIBITION

BOOTH NUMBER

405 Spray Avenue
BANFF, ALBERTA T1L 1J4
Attention: GES BANFF

SHIPMENT SHOULD ARRIVE BETWEEN:

Feb 28 - March 2nd

Carrier _____



Number _____ of _____ pieces

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



Furniture & Accessories Order Form

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

Discount if ordered by
 February 20th, 2018

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

Any on-site changes to the supplied tables will be charged at \$35.00 per change.

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

Additional tables can be ordered below

PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|--|--------|---|-------------|------------|-------------|
| Skirted Tables 2' deep x 29" high | | | | | |
| <i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:</i> | | | | | |
| | DT4_ | Skirted 4' Table, Skirted 4 Sides | \$ 113.00 | \$ 146.00 | \$ |
| | DT6_ | Skirted 6' Table | \$ 113.00 | \$ 146.00 | \$ |
| | DT8_ | Skirted 8' Table | \$ 135.00 | \$ 175.00 | \$ |
| | DMS | Skirting colour change | \$ 35.00 | \$ 45.00 | \$ |
| | DMS | 4th Side Skirted, Optional | \$ 35.00 | \$ 45.00 | \$ |
| Skirted Raised Tables 2' deep x 36" high | | | | | |
| <i>Skirting for Raised Tables - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour below:</i> | | | | | |
| | RD4_ | Skirted 4' Counter, Skirted 4 Sides | \$ 140.00 | \$ 182.00 | \$ |
| | RD6_ | Skirted 6' Counter | \$ 140.00 | \$ 182.00 | \$ |
| | DMS | 4th Side Skirted, Optional | \$ 48.00 | \$ 62.00 | \$ |
| Pedestal Tables 30" Diameter (finished top, unskirted) | | | | | |
| | FCOFT | Round Coffee Table, 18" Tall | \$ 100.00 | \$ 130.00 | \$ |
| | FPEDT | Starbase Table, 30" Tall | \$ 100.00 | \$ 130.00 | \$ |
| | FPEDT | Cocktail Table, 42" Tall | \$ 115.00 | \$ 149.00 | \$ |
| | | Cocktail Table, 42" Tall with Spandex Cover (Black) | \$ 148.00 | \$ 191.00 | \$ |
| Chairs | | | | | |
| | FGFAC | Arm Chair, Padded Grey | \$ 49.00 | \$ 63.00 | \$ |
| | FGFCS | Counter Stool, Padded Grey | \$ 89.00 | \$ 115.00 | \$ |
| | FGFSC | Side Chair, Padded Grey | \$ 49.00 | \$ 63.00 | \$ |

Table/Raised Table Skirts/Drape Colours:

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

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

TOTAL OF ALL ITEMS ORDERED: \$

Carry total to the payment and credit card authorization form

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

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

furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High Pedestal Table



30" Round / 18" High Coffee Table



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



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





22nd IPEIA
 March 6-9, 2018
 Banff Centre for Conferences

Booth #

Specialty Items/Plants Order Form

Discount if ordered by
 February 20th, 2018

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

PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|----------|--------|---|-------------|--------------------------------|-------------|
| | FMISC | 8' POP UP BOOTH UNIT (velcro compatible) - limited quantity | \$ 700.00 | \$820.00 CALL FOR AVAILABILITY | \$ |

FS® FOLDING STACKABLE SYSTEMS (velcro compatible)

| | | | | | |
|--|-------|--|-----------|---------------------------------|----|
| | FMISC | FS TABLE TOP MODEL (6'10" across 35"h) | \$ 195.00 | \$ 245.00 CALL FOR AVAILABILITY | \$ |
| | FMISC | FS TABLE TOP WITH HEADER (47" h) | \$ 265.00 | \$ 340.00 CALL FOR AVAILABILITY | \$ |
| | FMISC | FS FULL HEIGHT MODEL (6'10" x 6'10") | \$ 400.00 | \$ 520.00 CALL FOR AVAILABILITY | \$ |

Display Items

| | | | | | |
|--|------|-----------------------------------|-----------|-----------|----|
| | FCSH | Signholder | \$ 63.00 | \$ 80.00 | \$ |
| | FESL | Easel | \$ 50.00 | \$ 63.00 | \$ |
| | FCT | Coat Tree | \$ 63.00 | \$ 80.00 | \$ |
| | FGR | Garment Rack on Wheels | \$ 65.00 | \$ 85.00 | \$ |
| | FCS | Stanchion & Rope | \$ 45.00 | \$ 58.00 | \$ |
| | FSBD | Ballot Drum, Table Size | \$ 80.00 | \$ 105.00 | \$ |
| | FSBD | Plexi lock box w/lock 2'x2'x2' | \$ 140.00 | \$ 170.00 | \$ |
| | FLR | Literature stand (floor standing) | \$ 130.00 | \$ 165.00 | \$ |
| | FBH | Bag Stand | \$ 82.00 | \$ 105.00 | \$ |
| | FWB | Wastebasket | \$ 23.00 | \$ 29.00 | \$ |

Green Floor Plants

| | | | | | |
|--|-------|---|-----------|-----------|----|
| | PFP25 | 2' to 5' Tall (silk plant) | \$ 80.00 | \$ 100.00 | \$ |
| | PFP56 | 5' to 6' Tall (silk tree) | \$ 120.00 | \$ 150.00 | \$ |
| | PMUM | Mums or Seasonal flowering plant | \$ 60.00 | \$ 78.00 | \$ |
| | | Other arrangements, contact our office with details | | | \$ |

ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT

| | | |
|--------|--|--|
| Notes: | | |
| | TOTAL OF ALL ITEMS ORDERED: \$ | |
| | Carry total to the payment and credit card authorization form | |

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.
 Cancellation Policy: Items cancelled will be charged 20% of original price after deadline date, 50% after move-in begins and 100% after installation.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT



22nd IPEIA
 March 6-9, 2018
 Banff Centre for Conferences

Booth #

Electrical & Lighting Order Form

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

Discount if ordered by
 February 20th, 2018

PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | On Site Order \$ | Total Price |
|--|---------|---|-------------|------------|------------------|-------------|
| Electrical - 110 Volt | | | | | | |
| | EL1500W | 1500 Watt Duplex Outlet | \$ 120.00 | \$ 130.00 | \$ 165.00 | \$ |
| | EL2000W | 2000 Watt Duplex Outlet | \$ 140.00 | \$ 160.00 | \$ 190.00 | \$ |
| Electrical - Miscellaneous Requirements | | | | | | |
| | ELPB | Power Bars | \$ 27.00 | \$ 28.00 | \$ 30.00 | \$ |
| | ELEC | Extension Cords | \$ 27.00 | \$ 28.00 | \$ 30.00 | \$ |
| Lighting (Does Not Include Power) | | | | | | |
| | ELD150F | 8' Flood Light Stand, 2 - 75 Watt Flood Bulbs | \$ 95.00 | \$ 105.00 | \$ 120.00 | \$ |
| | ELMISC | 1 - 25w LED (as 200 watt) clamp on arm light | \$ 80.00 | \$ 90.00 | \$ 100.00 | \$ |
| | ELQL | 500 Watt Quartz Light | \$ 130.00 | \$ 210.00 | N/A | \$ |
| | ELMISC | Special Hookups & Specialty Lighting Available upon request | | | | \$ |

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

Please Note the Following:

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

| | |
|--------|---|
| Notes: | TOTAL OF ALL ITEMS ORDERED: \$ |
| | Carry this total to the payment and credit card authorization form |

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

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT



Installation & Dismantle Labour Order Form

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

Discount if ordered by
 February 20th, 2018

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.

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

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

IMPORTANT INFORMATION & RATES

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

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

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

Straight Time
 8:00 am - 4:00 pm
 Monday - Friday
 \$ 92.00 Discounted
 \$ 128.00 Regular

Overtime
 After 4:00 pm Weekdays
 ALL Day Sat, Sun and holidays
 \$ 123.00 Discounted
 \$ 164.00 Regular

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

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

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

INSTALLATION

Set up Drawings or Photos Attached yes no

SUPERVISION

By Exhibitor (Name of Rep): _____ OR By GES - 30% surcharge applies
 (Rep present is supervisor GES assists to build) (Exhibitor does not have to be present)

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

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

Carrier: _____ Pick up Date _____ Pick up Time: _____

SUPERVISION

By Exhibitor (Name of Rep): _____ OR By GES - 30% surcharge applies
 (Rep present is supervisor GES assists with dismantle) (Exhibitor does not have to be present)

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

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

Terms & Conditions

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

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

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

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

GES Limits of Liability apply

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

| | |
|----------------------|----|
| Total Labour Ordered | \$ |
|----------------------|----|

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

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

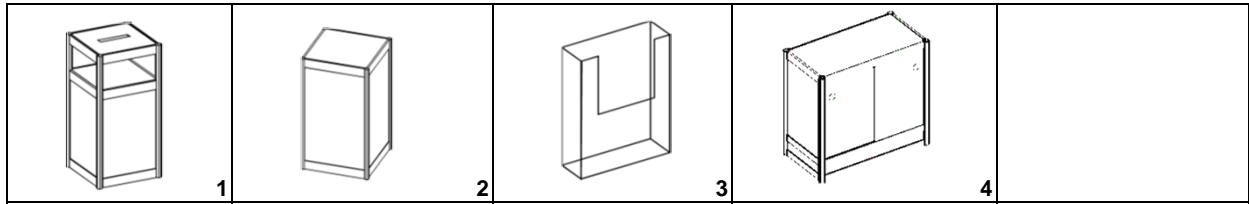
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 Cancellation Policy: Services cancelled will be charged 10 % of original price, 20% after deadline date, 80% after move-in begins.**

GEM Counters & Showcases Order Form

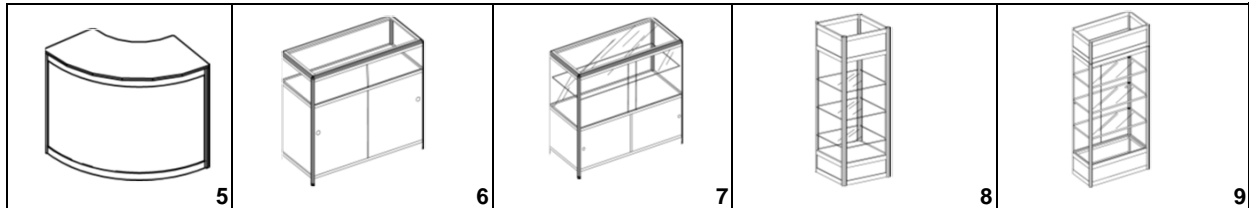
PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by
 February 20th, 2018

GEM EXHIBIT ACCESSORIES & SHOWCASES



NOTE Booths are 8' wide x 6' deep



PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|----------|--------|---|-------------|------------|-------------|
| | 1 GBB | Ballot Bin - 20" X 20" X 36"H | \$ 165.00 | \$ 235.00 | \$ |
| | 2 GPS | Pedestal White - 20" X 20" X 36"H | \$ 120.00 | \$ 170.00 | \$ |
| | 3 GPLP | 8.5" x 11" Clear Plexi Literature Pocket | \$ 37.00 | \$ 50.00 | \$ |
| | 4 GCSU | Storage Counter (White with lock, \$30.00 key not returned) 40"W X 20" X 40" H | \$ 275.00 | \$ 385.00 | \$ |
| | 5 GCC | Curve Counter (White) 60"W X 20" X 36"H | \$ 310.00 | \$ 440.00 | \$ |
| | | Add your logo to the front of your counter - sign quality logo required, contact our office for details and a quote | | | \$ |
| | 6 G99A | 99A Showcase (White/Glass) 40"W X 20" X 36"H | \$ 280.00 | \$ 400.00 | \$ |
| | 7 G99B | 99B Showcase (White/Glass) 40"W X 20" X 36"H | \$ 295.00 | \$ 420.00 | \$ |
| | 8 G99C | 99C Showcase (White) 20" X 20" X 96"H | \$ 335.00 | \$ 480.00 | \$ |
| | 9 G99D | 99D Showcase (White) 40"W X 20" X 96"H | \$ 465.00 | \$ 670.00 | \$ |
| | | Plexi panels to enclose 99C or 99D | call | call | \$ |

| | |
|--------|---|
| Notes: | TOTAL OF ALL ITEMS ORDERED: \$ |
| | Carry this total to the payment and credit card authorization form |

Items 9 & 10 are not enclosed systems, glass shelves only

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

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT



LIMITS OF LIABILITY & RESPONSIBILITY

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.