



Welcome Exhibitors!

23RD ANNUAL IPEIA CONFERENCE

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the **23rd 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'x8'** draped display booth includes

8' high backwall drape

3' high sidewall drape

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

1 - 600 watt outlet

2 - Banff Centre chairs

Shipping: Please note the Banff Centre does not handle exhibitor goods, boxes and displays. All goods are to be shipped to GES, not the Centre or brought in exhibitors vehicle. GES Canada offers 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 crates over 200lbs., contact our office with the details of your shipment to make arrangements.

For details, refer to the materials handling form on page 3. Ship to address labels 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 showsite, at tear down. If you are shipping large skids, or crates, over 200 lbs., please contact our office to make arrangements for the larger items. Pick ups of larger items (over 200 lbs.) post show will be during teardown, storage is not available. GES Logistics should be arranged in advance if this pick up cannot be arranged by your company. 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 so a power tailgate is required. There is a freight elevator but 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 booth 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 power for your booth, please see page 11.

Exhibit Hours:

Move In / Installation -	February 26, 2019 (Tuesday)	from 9:00am
Exhibits Open -	February 27 & 28, 2019 (Wednesday & Thursday)	from 9:30am to 5:00pm
	March 01, 2019 (Friday)	from 9:30am to 12:00nn
Move out / Dismantle -	March 01, 2019 (Friday)	from 12:00pm to 2:30pm

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 & credit card 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.



Payment & Credit Card Charge Authorization

DISCOUNT DATE:
February 11, 2019

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

COMPANY NAME		EMAIL ADDRESS	
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	EXT	FAX	
CONTACT NAME		DIRECT PHONE OR EXTENSION	

I agree in placing this order that I have accepted GES CANADA payment policy and GES CANADA Terms & Conditions of Contract

PLEASE SIGN → _____
 AUTHORIZED SIGNATURE

Payment Policy

Payment for Services - GES CANADA requires payment in full at the time services are ordered. Further, GES CANADA requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment - GES CANADA accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques.

Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES CANADA reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempt in Canada you must provide a GST Exemption Certificate. Please send the above information to the GES CANADA office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments & Cancellations - No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or non-participation may be subject to cancellation fees of 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES CANADA set up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call GES CANADA at 403.762.2828 or visit the GES CANADA Servicentre at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, or cheque, however, we require your credit card charge authorization to be on file with GES CANADA.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative, corrections to these forms, or services rendered to your company for this event.

If paying by cheque or transfer order must be received before pre-order date and payment arrive at least one week before show set up.

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE →

MasterCard
 VISA
 American Express

Account #			
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PLEASE SIGN → _____
 PRINT CARDHOLDER'S NAME LEGIBLY

 CARDHOLDER'S SIGNATURE

 DATE

Calculation of Orders

Material Handling (pg 3-5)	\$
Furniture & Accessories (pg 6)	\$
Specialty Items (pg 8)	\$
Banner Stand (pg 10)	\$
Electrical & Lighting (pg 11)	\$
Labour Install & Dismantle (pg 12)	\$
GEM Counters & Showcases (pg 13)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal	\$
5% GST	\$
FULL PAYMENT DUE:	\$
Charge my credit card in the amount above <input type="checkbox"/>	GST #R104060264 2

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
Banff Centre does not handle exhibitor goods

Ship Prepaid Only — Collect shipments will be refused.

Charges are based on weights/cubed. The min. charge applies, and is 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

<p style="text-align: center;">Small Box Service</p> <p>\$57.00 1st box/bag / \$33.00 each additional 15 lbs. or less Maximum of 3 small pieces < 15 lbs. each</p> <p>• Goods may arrive - February 21st, 22nd & 25th. Late shipments will be accepted</p>	<p style="text-align: center;">Small Booths & Displays</p> <p>\$145.00 per 100lbs shipped rolling cases & boxes, not skids or crates upto 200lbs only (over 100 - 200 lbs. = \$ 290.00)</p>
<p>Freight that arrives earlier will be charged extra If shipping over 200 lbs., contact our office, storage on site is limited.</p>	

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 \$145.00 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 \$40.00 (up to 45 lbs.) if pre-ordered, \$70.00 (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 \$90.00/100 lbs. if pre-ordered, \$130.00/100 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 we recommend 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.

POST SHOW STORAGE ESTIMATE IF REQUIRED \$

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
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



2019 IPEA Conference

February 27-March 1, 2019

Banff Centre For Conferences

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

2019 IPEA Conference


NAME OF EXHIBITION

BOOTH NUMBER

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

SHIPMENT SHOULD ARRIVE BETWEEN:

February 21st, 22nd & 25th

Carrier _____ 

Number _____ of _____ pieces

GES

EXHIBITION FREIGHT

FROM:

SMALL SHIPMENT

TO:

EXHIBITING COMPANY

2019 IPEA Conference


NAME OF EXHIBITION

BOOTH NUMBER

405 Spray Avenue
BANFF, ALBERTA T1L 1J4
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GES

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2019 IPEA Conference

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Carrier _____ 

Number _____ of _____ pieces

GES

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FROM:

SMALL SHIPMENT

TO:

EXHIBITING COMPANY

2019 IPEA Conference

NAME OF EXHIBITION

BOOTH NUMBER

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

SHIPMENT SHOULD ARRIVE BETWEEN:

February 21st, 22nd & 25th

Carrier _____ 

Number _____ of _____ pieces

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



2019 IPEA Conference

February 27-March 1, 2019

Banff Centre For Conferences

Booth #

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 11, 2019

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 \$38.00 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
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Skirted Tables 2' deep x 29" high

Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:

	DT4_	Skirted 4' Table, Skirted 4 Sides	\$ 116.00	\$ 150.00	\$
	DT6_	Skirted 6' Table	\$ 116.00	\$ 150.00	\$
	DT8_	Skirted 8' Table	\$ 139.00	\$ 180.00	\$
	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

Skirting for Raised Tables - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour below:

	RD4_	Skirted 4' Counter, Skirted 4 Sides	\$ 144.00	\$ 187.00	\$
	RD6_	Skirted 6' Counter	\$ 144.00	\$ 187.00	\$
	DMS	4th Side Skirted, Optional	\$ 49.00	\$ 64.00	\$

Pedestal Tables 30" Diameter (finished top, unskirted)

	FCOFT	Round Coffee Table, 18" Tall	\$ 105.00	\$ 135.00	\$
	FPEDT	StarbaseTable, 30" Tall	\$ 105.00	\$ 135.00	\$
	FPEDT	Cocktail Table, 42" Tall	\$ 118.00	\$ 153.00	\$
		Cocktail Table, 42" Tall with Spandex Cover (Black)	\$ 155.00	\$ 200.00	\$

Chairs

	FGFAC	Arm Chair, Padded Grey	\$ 50.00	\$ 65.00	\$
	FGFCS	Counter Stool, Padded Grey	\$ 91.00	\$ 118.00	\$
	FGFSC	Side Chair, Padded Grey	\$ 50.00	\$ 65.00	\$

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.

Black, Blue, Burgundy, Grey, Green, White.

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

6

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

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





Specialty Items/Plants Order Form

Discount if ordered by
 February 11, 2019

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	\$ 600.00	\$780.00 CALL FOR AVAILABILITY	\$

FS® FOLDING STACKABLE SYSTEMS (velcro compatible)

	FMISC	FS TABLE TOP MODEL (6'10" across 35"h)	\$ 200.00	\$ 260.00 CALL FOR AVAILABILITY	\$
	FMISC	FS TABLE TOP WITH HEADER (47" h)	\$ 270.00	\$ 350.00 CALL FOR AVAILABILITY	\$
	FMISC	FS FULL HEIGHT MODEL (6'10" x 6'10")	\$ 405.00	\$ 525.00 CALL FOR AVAILABILITY	\$

Display Items

	FCSH	Signholder	\$ 65.00	\$ 84.00	\$
	FESL	Easel	\$ 52.00	\$ 65.00	\$
	FCT	Coat Tree	\$ 65.00	\$ 84.00	\$
	FGR	Garment Rack on Wheels	\$ 70.00	\$ 90.00	\$
	FCS	Stanchion & Rope	\$ 52.00	\$ 67.00	\$
	FSBD	Ballot Drum, Table Size	\$ 75.00	\$ 106.00	\$
	FSBD	Plexi lock box w/slot	\$ 145.00	\$ 185.00	\$
	FLR	Literature stand (floor standing)	\$ 135.00	\$ 175.00	\$
	FBH	Bag Stand	\$ 85.00	\$ 110.00	\$
	FBH	Glass Dish	\$ 28.00	\$ 35.00	\$
	FWB	Wastebasket	\$ 25.00	\$ 32.00	\$

Green Floor Plants

	PFP25	2' to 5' Tall (silk plant)	\$ 85.00	\$ 105.00	\$
	PFP56	5' to 6' Tall (silk tree)	\$ 125.00	\$ 160.00	\$
	PMUM	Mums or Seasonal flowering plant (pre order until Feb 18th only)	\$ 65.00	\$ 85.00	\$
		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

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COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

furnishings



Coat Tree



22" W X 28" H
Chrome Sign Holder
(sign extra)

Easel



Gold Ballot Drum



Plexi Pocket



40" W x 20" D x 36" H
White Counter Storage Unit



Bag Holder 41"H



Stanchions
6" Belt



Plastic
Wastebasket



Banner Stands

BURNABY

Retractable Banner Display



Sign quality graphics sent by order cut off date in this manual

Description

A superior single-sided retractable banner display, the **BURNABY** features a clamp top rail and bottom leader with tape for a simple, secure banner installation. Chrome-effect end caps add to the appearance. Each banner stand is individually boxed, and is available with a premium carry bag or a tough travel case with a foam inner layer for safe transportation.

Visible Graphic

33½"W × 78¾"H (with carry bag)

Carry bag



**Order by February 4th for
delivery to 2019 IPEIA move in.
For \$380.00+GST only!**



Electrical & Lighting Order Form

Discount if ordered by
 February 11, 2019

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 \$	On Site Order \$	Total Price
Electrical - 110 Volt						
	EL1500W	1500 Watt Duplex Outlet	\$ 125.00	\$ 140.00	\$ 170.00	\$
	EL2000W	2000 Watt Duplex Outlet	\$ 145.00	\$ 165.00	\$ 195.00	\$
Electrical - Miscellaneous Requirements						
	ELPB	Power Bars	\$ 28.00	\$ 29.00	\$ 32.00	\$
	ELEC	Extension Cords	\$ 28.00	\$ 29.00	\$ 32.00	\$
Lighting (Does Not Include Power)						
	ELD150F	8' Flood Light Stand, 2 - 75 Watt Flood Bulbs	\$ 100.00	\$ 110.00	\$ 125.00	\$
	ELMISC	1 - 25w LED (as 200 watt) clamp on arm light	\$ 82.00	\$ 95.00	\$ 110.00	\$
	ELQL	500 Watt Quartz Light	\$ 135.00	\$ 215.00	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

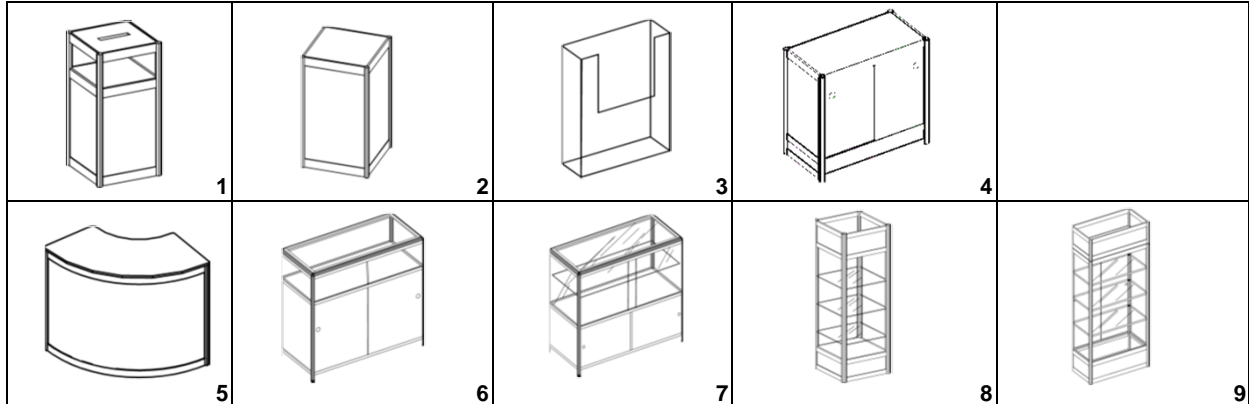
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 Cancellation Policy: Orders cancelled will be charged 10% of original price, 50% after deadline date and 100% after installation/move in begins.

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 11, 2019

GEM EXHIBIT ACCESSORIES & SHOWCASES



PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	1 GBB	Ballot Bin - 20" X 20" X 36"H	\$ 170.00	\$ 238.00	\$
	2 GPS	Pedestal White - 20" X 20" X 36"H	\$ 140.00	\$ 200.00	\$
	3 GPLP	8.5" x 11" Clear Plexi Literature Pocket	\$ 40.00	\$ 48.00	\$
	4 GCSU	Storage Counter (White with lock, \$30.00 key not returned) 40"W X 20" X 40" H	\$ 285.00	\$ 390.00	\$
	5 GCC	Curve Counter (White) 60"W X 20" X 36"H	\$ 320.00	\$ 445.00	\$
		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	\$ 285.00	\$ 405.00	\$
	7 G99B	99B Showcase (White/Glass) 40"W X 20" X 36"H	\$ 300.00	\$ 425.00	\$
	8 G99C	99C Showcase (White) 20" X 20" X 96"H	\$ 405.00	\$ 565.00	\$
	9 G99D	99D Showcase (White) 40"W X 20" X 96"H	\$ 545.00	\$ 750.00	\$

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: Items cancelled will be charged 50% of original price after deadline date, graphics 100% after production begins and 100% after installation begins.



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.