



5675 McLaughlin Road,
Mississauga, Ontario, L5R 3K5
Tel: (905) 283-0500
Fax: (905) 283-0501
Toll Free 1-877-437-4247 www.gesexpo.ca

IN BOOTH FORKLIFT ORDER FORM

SHOW: **CUEE 2010**

DISCOUNT PRICE DEADLINE DATE: **August 23, 2010**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

**CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS
METHOD OF PAYMENT FOR THIS SERVICE**

IN-BOOTH FORKLIFT SERVICE IS AVAILABLE TO EXHIBITORS REQUIRING ASSISTANCE WITH POSITIONING OF EXHIBITOR MATERIALS WITHIN YOUR BOOTH SPACE. **MINIMUM CHARGE OF 1 HOUR PER ORDER.** (INCLUDES INSTALLATION AND DISMANTLING).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

Straight Time
8:00am - 4:00pm
Monday - Friday

\$178.00 PER HOUR

Over Time
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun

\$213.00 PER HOUR

Double Time
After 6:00pm Mon-Fri
After 4:00pm Sat & Sun
All Holiday Hours

\$252.00 PER HOUR

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS.
ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

SUPERVISOR NAME: _____ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: _____ Day _____ Date _____ Month _____ # of Hours _____ # of Forklifts

DISMANTLING TIME REQUIRED: _____ Day _____ Date _____ Month _____ # of Hours _____ # of Forklifts

APPROXIMATE TIMES:

MOVE-IN Start: _____ am pm Finish: _____ am pm Total Hours: _____

MOVE-OUT Start: _____ am pm Finish: _____ am pm Total Hours: _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.

Terms & Conditions

- Exhibitor must check forklift/driver in and out at the GES CANADA Service Centre.
- 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.
- GES CANADA Limits of Liability apply.

SUBTOTAL	
13% HST	
TOTAL	

I have read and understand the Terms & Conditions of my Agreement with GES CANADA.

Signature

Date



CUEE 2010
September 14 - 15, 2010
International Centre
Hall 5

GES CANADA is pleased to have been selected the official service contractor by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES CANADA is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES CANADA**.

For your convenience, we will be offering the following services:

- ✓ **Online Ordering**
- ✓ **Furnishings**
- ✓ **Carpet & Underpadding**
- ✓ **Specialty Furnishings**
- ✓ **GEM Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **GES CANADA Logistics / Shipping**
- ✓ **Ges CANADA Customs**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **August 23, 2010** as indicated on each form. **GES CANADA** accepts Visa, Mastercard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of H.S.T. when exhibiting in Ontario.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500**.



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WIRE TRANSFER FORM

Please return confirmation by fax that this wire transfer has been sent to:
Magda Roithmeier
Accounts Receivable
GES CANADA
Phone: 905-283-0574 or
Fax: 905-283-0501 or
E-mail ar@ges.com

Your Company Name: _____
 Booth Number: _____ Event Name: **CUEE 2010** _____

GES CANADA BANK INFORMATION

If you are sending Canadian Dollars
 PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Account Name: GES Exposition Services (Canada) Limited
Bank Name: Canadian Imperial Bank of Commerce
Address: 939 Lawrence Avenue E.
 North York, Ontario Canada
 M2C 1P9

Swift Code: CIBCCATT **Account #:** 73-07616

Beneficiary's Bank //CC001000132 **Routing / BIC / NCC / BSC or ABA Number:** 026009593

Amount: _____ **Date of Transfer:** _____

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

Total: _____

If you are sending American Dollars
 PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Account Name: GES Exposition Services (Canada) Limited
Bank Name: Canadian Imperial Bank of Commerce
Address: 939 Lawrence Avenue E.
 North York, Ontario Canada
 M2C 1P9

Swift Code: CIBCCATT **Account #:** 0267015

Beneficiary's Bank //CC001000132 **Routing / BIC / NCC / BSC or ABA Number:** 026009593

Amount: _____ **Date of Transfer:** _____

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

Total: _____

Please Note: We have only included our institutions bank charges, but all wire transfer bank fees are the responsibility of the Exhibitor. Please check with your institution regarding their fees.



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PAYMENT POLICY INFORMATION SHEET

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 CANADA accepts American Express, MasterCard, Visa, Debit Card, Cheque and 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 **BANK WIRE TRANSFER FORM** included with the GES CANADA order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank 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 CANADA will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **CREDIT CARD AUTHORIZATION FORM** 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 CANADA 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.

ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.



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**CREDIT CARD
 AUTHORIZATION**

SHOW: **CUEE 2010**

EXHIBITOR INFORMATION

BOOTH #: _____
 COMPANY _____
 STREET _____
 CITY _____ PROV/STATE _____ CODE _____
 E-MAIL _____
 PHONE _____ FAX _____
 CONTACT NAME _____

IMPORTANT - READ CAREFULLY

Please fill out The Credit Card Authorization below if:

- You or your company are forwarding payment to GES CANADA in the form of a cheque
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

PLEASE COMPLETE THE FOLLOWING

MASTERCARD VISA AMERICAN EXPRESS
 CORPORATE PERSONAL

EXPIRY DATE:

CARD #

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

Cardholder's Billing Address: _____

City: _____ Prov/State: _____ Code/Zip: _____

Tel: _____ Fax: _____

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

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY



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LIMITS OF LIABILITY & RESPONSIBILITY

1. GES CANADA Exposition Services 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 CANADA 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 CANADA 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 CANADA 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 CANADA or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES CANADA 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 CANADA in time to obtain the proper equipment.

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

5. GES CANADA 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 CANADA and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES CANADA 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 CANADA and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES CANADA 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 or nonperformance of obligations imposed by the offering of

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

7. GES CANADA, 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 CANADA by the close of the show. No suit or action shall be brought against GES CANADA 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 CANADA and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES CANADA or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES CANADA or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES CANADA 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 CANADA 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 CANADA and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of materials from the show site, GES CANADA 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 CANADA assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES CANADA 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 CANADA for material handling services or any other services provided by GES CANADA or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES CANADA prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES CANADA 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 CANADA 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.