



Payment & Credit Card Charge Authorization

DISCOUNT DATE:

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

September 5, 2018

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

Credit Card Charge Authorization

(All Information Must Be Provided)

PLEASE SIGN, AUTHORIZED SIGNATURE

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- MasterCard, VISA, American Express

Account #, [ ] [ ] [ ] [ ]

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.

PLEASE SIGN, PRINT CARDHOLDER'S NAME LEGIBLY, CARDHOLDER'S SIGNATURE, DATE

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.

Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf.

Tax Exempt - If you are tax exempt in Canada you must provide a GST Exemption Certificate.

Adjustments & Cancellations - No adjustments will be made to invoices after the close of the show.

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.

If paying by cheque order must be received by pre-order date and cheque must follow arriving before the show.

Calculation of Orders

Table with columns for item description and amount. Rows include Material Handling, Specialty Items, Subtotal, 5% GST, and FULL PAYMENT DUE.



# RCA 2018 CONFERENCE

September 19-21, 2018  
Banff Centre for Conference

Display #

## Material Handling Order Form

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

### MATERIALS HANDLING 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.

Call our office if you have more than one shipment

Rates Include:

- Storage at the Calgary Warehouse for up to 30 days
- Unloading materials and delivery to your booth
- Removing empty shipping containers from your booth, storing empties, and returning at close of show.
- Reloading materials onto outbound transportation
- If more than one shipment, call our office .•

**Exhibitors should label and consign shipments as follows:**

**TO: Your Company Name**  
 75 Dufferin Place SE  
 Calgary, Alberta T2C 4M3  
 Attn: GES Banff  
 RCA 2018 CONFERENCE  
 Booth # \_\_\_\_\_

**PLEASE NOTE:**  
**small item service is available**  
**do not ship small items to warehouse**  
**contact our office for details**  
**and office ship to address**  
**Before Shipping**

**\$390.00 MINIMUM CHARGE (UP TO 300LBS) + 85.00/100 lbs. over**

**Late shipments, contact our office with details/instructions. Do not ship to The Centre**

**ALL WAREHOUSE SHIPMENTS RECEIVED AFTER SEPTEMBER 14 ARE SUBJECT TO A LATE HANDLING CHARGE.** Van lines, loose, uncrated or 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 special trips, handling of shipments arriving late at the warehouse, for shipments arriving at Show-Site after scheduled set-up times, or arriving without service being ordered. If your designated carriers do not pick up 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 following page for full details of terms and conditions of this service. Shipments over 300lbs will be charged **\$85 per 100lbs or part of above 300lbs**. Pieces that will not fit on a standard tailgate, or cannot be moved with a pallet jack, may incur additional attention and charges. Please contact our office if extra services are required for a quote, or if you have any questions.

**Return: Post show pick up is from showsite in Banff, at tear down September 21st from 1pm (truck checked in by 2:30). Freight is not returned to Calgary for pick up.** GES Logistics should be arranged in advance if required. If hiring GES Logistics this will be scheduled for you and labels & waybills will be provided by GES. If using another carrier, your company needs to arrange the pick up, advise GES of the carrier picking up, and the rep on site will need to provide waybills with account number, and labels. Proper labeling and packing is the exhibitors responsibility. Not doing so or emailing waybills for another carrier to GES will incur extra charges. If shipping out small loose items via courier (under 200 lbs. & unskidded only) outgoing storage fees will apply (\$88.00/100lbs ordered in advance, \$128.00/100 lbs. arranged on site), and will be charged daily if not picked up the next business day.

If shipping **internationally**, 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.

Outgoing Storage 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

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

**Payment & Credit Card Charge Authorization Form MUST Accompany this Form**

## Material Handling Information

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

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO: \_\_\_\_\_

EXHIBITING COMPANY

**RCA 2018 CONFERENCE**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

75 Dufferin PL S.E.  
Calgary, Alberta T2C 4M3  
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE  
**September 14th, 2018**



Number \_\_\_\_\_ of \_\_\_\_\_ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

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Number \_\_\_\_\_ of \_\_\_\_\_ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

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



**RCA 2018 CONFERENCE**

September 19-21, 2018  
Banff Centre for Conference

Display #

**Specialty Rentals Order Form**

Discount if ordered by  
September 5, 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)	\$ 600.00	\$780.00 CALL FOR AVAILABILITY	\$

**FS® FOLDING STACKABLE SYSTEM**

	FMISC	FS TABLE TOP MODEL	\$ 195.00	\$ 240.00	\$
	FMISC	FS TABLE TOP WITH HEADER	\$ 265.00	\$ 320.00	\$

**Display Items**

	FPEDT	Cocktail Table, 42" Tall	\$ 115.00	\$ 149.00	\$
		Spandex Cover for 42" Table (Black)	\$ 33.00	\$ 42.00	\$
	FGFCS	Counter Stool, Padded Grey	\$ 89.00	\$ 115.00	\$
	PMUM	Mum or Seasonal flowering plant (order by September 5)	\$ 60.00	N/A	\$
	FESL	Easel	\$ 53.00	\$ 63.00	\$
	FSBD	Plexi lock box w/lock (1' square)	\$ 120.00	\$ 170.00	\$
	FLR	Literature stand (floor standing)	\$ 132.00	\$ 165.00	\$
	FWB	Wastebasket	\$ 22.00	\$ 28.00	\$

**Electrical Requirements**

	ELMISC	700 Watt Duplex Outlet	Pre order 65.00 After Deadline 85.00 On site 120.00		\$
	EL1500W	1500 Watt Duplex Outlet	Pre order 120.00 After Deadline 130.00 On site		\$
	ELPB	Power Bars	\$ 30.00	\$ 35.00	\$
	ELEC	Extension Cords	\$ 30.00	\$ 35.00	\$
	ELMISC	LED Arm Light (clamps to booth not free standing)	\$ 80.00	\$ 100.00	\$

**ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT**

 <b>FS TABLE TOP WITH HEADER</b>	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 20 % of original price after deadline date, 50% after move-in begins and 100% after installation.

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.