



CREDIT CARD AUTHORIZATION FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions

GES BANFF Address: PO Box 960, Banff, Alberta T1L 1J4 Tel: 403.762.2828
banff@ges.com www.ges.com/ca Instagram/Twitter: GES_Canada

RCA 2021

Fairmont Banff Springs Conference Centre
September 29 - October 1, 2021

Exhibiting Company Name				Table Number
Business Address	City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone	Email	
Name of Show Site Contact		Phone	Email	

Correct Table # is required, surcharges will apply if services are delivered to an incorrect space.

ORDER SUMMARY

SHIPMENTS MUST BE ADDRESSED TO GES. DO NOT SHIP TO THE FACILITY AS THEY DO NOT HANDLE EXHIBITOR GOODS	SUB-TOTAL (FROM ORDER FORM)	PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)
Material Handling Order Form	\$	Electrical Order Form	\$

Sub-Total for all items

+

5% G.S.T

=

Total Payment

All funds listed in Canadian dollars.
GST # 104060264

CREDIT CARD AUTHORIZATION (required for all forms of payment)

Orders will not be accepted without the receipt of a completed "Credit Card Authorization Form". A completed "Credit Card Authorization Form" is required to secure order payment and be kept on file even if the Exhibitor is paying by cheque or EFT/Wire Transfer (completed "EFT/Wire Transfer Form" required). All services must be pre-paid in full.

If cardholder information is different than provided above, please provide

Company Billing Address	City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone	Email	

Method of Payment:

Credit Card Cheque
 VISA MasterCard American Express

Cheque must be received a minimum of fifteen (15) days prior to the event. CC still required.

Expiry Date:

CVV:

This "Credit Card Authorization Form" allows GES to charge any fees outstanding after event close to this credit card (including funds owed due to a cheque returned as NSF).

TOTAL AND SIGN

Please Sign

I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

X

Authorized Signature

Authorized Name (please print)

Date



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ADVANCE PRICING:

To qualify for the Advance Price, orders must be received **with full payment on or before the Advance Price Deadline Date**. After the Advance Price Deadline Date has passed, orders will be charged the Standard Price as listed online and on the order forms. Orders without payment will not be processed until payment is received and will be charged the Standard or Onsite Price.

ON-SITE PRICING:

All orders received beginning on the first day of event move-in, through to the completion of the event, will be charged the On-Site Price. The On-Site Price is calculated at an increase of 20% to the Standard Price listed online and on the order forms.

METHOD OF PAYMENT:

GES accepts VISA, MasterCard and American Express. Cheques must be deposited/arrive 15 days prior to move-in to complete payment. Purchase Orders are not considered payment. Exhibitors will be charged \$30.00 for cheques returned as NSF. Credit card is required on form if paying by cheque.

EFT/WIRE TRANSFER INFORMATION:

Are not an option for this event.

PAYMENT SCHEDULE:

Payment for all GES products and/or services must be pre-paid in full. GES will not provide Material Handling, power, or any services without a completed "*Credit Card Authorization Form*" on file.

THIRD PARTY BILLING:

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party agent to manage their exhibit and order services on their behalf. GES will agree to this arrangement provided that the EAC/agent makes satisfactory payment arrangements with us. In the event that an authorized EAC/agent does not pay for GES services as agreed upon, the Exhibitor is ultimately responsible for all charges incurred on its behalf.

ADJUSTMENTS AND CALCULATIONS:

Adjustments to an order **will not be made after the close of the event**. Some items, services, and labour are subject to cancellation fees. Refer to each order form for specific details.

EXHIBITORS MUST PAY 5% G.S.T. ON ALL ORDERS WHEN EXHIBITING IN ALBERTA



ELECTRICAL ORDER FORM

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Fairmont Banff Springs Conference Centre
September 29 - October 1, 2021

Advance Price Deadline Date:

September 13, 2021

Exhibiting Company Name

Table Number

Name of Primary Contact

Phone

Email

ITEM CODE	DESCRIPTION	ADVANCE	STANDARD	ONSITE	QUANTITY	TOTAL
EL1500W-1	1500 Watt Duplex Outlet (Single Pricing)	\$155.00	\$186.00	\$223.20		
EL2000W	2000 Watt Duplex Outlet (Single Pricing)	\$185.00	\$215.00	\$258.00		
ELPB	Power Bar	\$37.50	\$44.00	\$52.80		
ELEC	Extension cord	\$37.50	\$48.00	\$57.60		
ELMISC-1	1 - 25w LED (as 200 watt) clamp on arm light	\$108.00	\$125.00	\$150.00		
	Special Hookups & Specialty Lighting Available upon request					
	24 hours power, add 50% of the above prices					
	For Specialty or 3 Phase Power, please contact our office					
	Need an Electrician, please contact our office					

GES is proud to be the exclusive provider of electrical to temporary displays and exhibits at the Fairmont Banff Springs. Any electricity required at displays is hired from and provided by GES Canada.



Tips

GES Terms & Conditions

- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site, some items may not be available and substitutions may be necessary.
- All orders received after the Advance Price Deadline Date will be processed at the Standard or On-site Price.
- Exhibitor is responsible for all items for the duration of the show.
- Additional Labour charges may apply for special connection or special wiring
- GES is not responsible for exhibit materials left in rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

Please Sign

I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

X

Authorized Signature

Sub-Total for Items Above

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

Cancellation Policy: Orders cancelled prior to the Advance Price Deadline Date will be charged 10% of the original price, 50% after the Deadline Date has passed, and 100% after move-in/installation has begun.



MATERIAL HANDLING ORDER FORM

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Must be pre-ordered send form when details are confirmed/before goods are shipped

Exhibiting Company Name

Table Number

Name of Primary Contact

Phone

Email

TRUCKED/LARGE SHIPMENT(S) - SKIDS, LARGER ITEMS - LIMITED STORAGE - See Shipping D Label.

Shipment(s) may arrive at Show Site on: Tuesday September 28th, Noon - 4 pm (or Wednesday after 8 am if preferred)

Estimated weight of shipment(s) rounded up to the nearest 100 lbs.: _____ lbs. # pcs : _____

Estimated SIZE of shipment(s) L _____ W _____ H _____ cubed weights may apply

\$120.00 per 100 lbs. (200 lbs. **\$240.00** Minimum charge) **Shipments over 400 lbs. or 4'x4'x4' contact our office to make arrangements**

Shipments arriving without a pre-arranged order and/or without a Certified Weight Ticket will be subject to Special Handling Rates

SHIPMENTS MUST BE ADDRESSED TO GES. DO NOT SHIP TO THE FACILITY AS THEY DO NOT HANDLE EXHIBITOR GOODS

There is no forklift on site.

COURIER & SMALL SHIPMENTS SENT TO GES OFFICE - See S Label.

MAY ARRIVE: September 24, 27 or 28th 9 am - 4 pm (not weekends)

\$150.00 per 100 lbs. up to 200 lbs. max (**\$300.00**) courier shipments pop up cases and boxes, NO SKIDS OR LARGE CRATES, LOOSE COURIER ITEMS

SMALL PACKAGES SHIPPED (15 lbs. or less per piece) - all shipments are billed per shipment received

\$60.00 First box, bag Each additional pc **\$37.00** each up to 3 small pieces total

Combined weight of all packages must not exceed 45 lbs. Shipments over 45 lbs. will be charged the applicable 100 lbs. minimum charge.

SPECIAL HANDLING (30% SURCHARGE PER SHIPMENT)

Shipments arriving without a pre-arranged "Material Handling Order Form".

Shipments of loose, padded, uncrated materials. Special loading requirements, e.g. ground, side door, constricted or stacked.

All Trucking shipments without a Certified Weight Ticket or with a proven inaccurate Certified Weight Ticket.

Mis-addressed, wrong or missing - waybills, labels, custom documents.

COMPLETE DETAILS OF INBOUND SHIPMENT(S):

Name of Carrier: _____ Expected arrival date: _____ Number of Pieces: _____

Waybill / Tracking #'s: _____ Approx. weight: _____

Goods are scheduled for delivery to: Direct Tuesday Small stored in GES Office

GES is not listed as the shipper or responsible for any shipping charges in or post show - all shipments must be prepaid to your company account

POST SHOW - PICK UP IS DURING EXHIBITOR TEAR DOWN - OCTOBER 1st by 4 pm (SAME ADDRESS SHIPPED TO)

Signed completed waybill addressed from your company/Banff to destination (and labels for each piece) are required at tear down

Small loose courier shipments <200 lbs only that cannot be picked up during tear down will incur storage fees, if required.

Up to 45 lbs. - **\$50.00 (\$85.00 arranged on site)** Over 45 - 200 lbs. & Rolling Cases - **\$100.00/100 lbs. (\$145.00 per arranged on site)**

Post Show Storage is required for Monday pick up Charges increase if not picked up Monday.



GES Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to display space.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

TOTAL AND SIGN

Please Sign

I agree in placing this order that I have accepted **X**

the GES Payment Policy and the GES Terms & Conditions.

Authorized Signature

Sub-Total for Items Above

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

Cancellation Policy: Uncancelled service will be charged a minimum fee if labour was provided. All claims or discrepancies must be settled within one (1) week of show closing.

Use these Shipping Labels as they will expedite handling. Copy if additional labels are needed.

D

**FBS CC DOCK/GES
EXHIBITION FREIGHT**

GES - 403-762-2828

FROM:

D

**FBS CC DOCK/GES
EXHIBITION FREIGHT**

GES - 403-762-2828

FROM:

DIRECT TIMED DELIVERY

TO:

Full Name of Exhibiting Company

RCA 2021

Event Name

Table Number

Showsite Contact Name & Phone Number

C/O: Conference Centre Dock - GES Banff
405 Spray Avenue
Banff, Alberta, Canada T1L 1J4

TIMED DELIVERY

August 28th, 2021 - 1 pm - 4 pm

Certified Weight Tickets are required for all shipments.

(Name of Carrier)

of

Number

Pieces



TO:

Full Name of Exhibiting Company

RCA 2021

Event Name

Table Number

Showsite Contact Name & Phone Number

C/O: Conference Centre Dock - GES Banff
405 Spray Avenue
Banff, Alberta, Canada T1L 1J4

TIMED DELIVERY

August 28th, 2021 - 1 pm - 4 pm

Certified Weight Tickets are required for all shipments.

(Name of Carrier)

of

Number

Pieces



Use these Shipping Labels as they will expedite handling. Copy if additional labels are needed.

S

GES BANFF OFFICE

EXHIBITION FREIGHT

FROM:

SMALL < 200 lbs COURIER SHIPMENTS

TO:

Full Name of Exhibiting Company

RCA 2021

Event Name

Table Number

Showsite Contact Name & Phone Number

C/O:

GES Banff - Office Reception

405 Spray Avenue

Banff, Alberta, Canada T1L 1J4

Shipments Should Arrive:

September 24, 27-28th, 2021

Monday to Friday, from 9:00 am to 4:00 pm

Monday - Friday only. Holidays and weekends are not available.

Certified Weight Tickets are required for all shipments.

(Name of Carrier)

of

Number

Pieces



S

GES BANFF OFFICE

EXHIBITION FREIGHT

FROM:

SMALL < 200 lbs COURIER SHIPMENTS

TO:

Full Name of Exhibiting Company

RCA 2021

Event Name

Table Number

Showsite Contact Name & Phone Number

C/O:

GES Banff - Office Reception

405 Spray Avenue

Banff, Alberta, Canada T1L 1J4

Shipments Should Arrive:

September 24, 27-28th, 2021

Monday to Friday, from 9:00 am to 4:00 pm

Monday - Friday only. Holidays and weekends are not available.

Certified Weight Tickets are required for all shipments.

(Name of Carrier)

of

Number

Pieces

