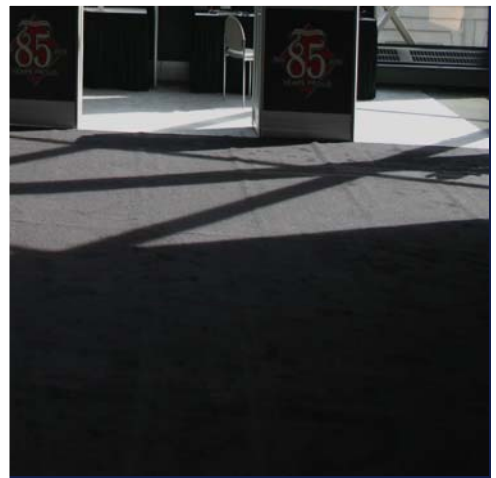




# EXHIBITOR SERVICES & FORMS

2010 International Pressure Equipment  
Integrity Association Conference





## Welcome Exhibitors!

### 2010 International Pressure Equipment Integrity Association Conference

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We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the International Pressure Equipment Integrity Association 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: The Banff Centre - Max Bell**

- Each 6x10' draped display booth includes
- 8' high backwall drape
- 3' high sidewall drape
- 1 - 6' skirted table (4' option, see enclosed form)
- 2 - Folding chair
- 1 - 600 watt outlet

**Shipping:** The Banff Centre will not handle exhibitor goods. If you are shipping items to the event for your booth, please refer to the Material Handling Order Forms, pages 5-7. Please note there is no loading dock available at this facility.

The exhibit area is carpeted. If you would like carpet to define your space, please see page 10.

#### **Exhibit Hours:**

Move In / Installation -	Tuesday, February 2	2:00PM
Exhibits Open -	Wednesday, February 3	10:00AM-7:30PM
Exhibits Run -	Thursday, February 4	8:00AM-5:00PM
Move Out / Dismantle -	Thursday, February 4	5:00PM-7:00PM

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.



# Complimentary Table Size Request Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
• FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #

All orders are governed by the GES CANADA Payment Policy and GES CANADA Terms & Conditions of Contract as specified in this Exhibitor Kit.

IPEIA

February 2-4, 2010

The Banff Centre



## Complimentary Skirted Table Size Request

Please be advised that each exhibit booth will be supplied with one (1) skirted table. If you require a specific size table (6', or 4'), please complete this form and forward it to our office prior to the "Deadline Date" above.

Any on-site changes to the supplied tables will be charged at \$25.00 per change.

Please choose a table size and return this form to our office.

**Please Note: 6' Tables are skirted on three (3) sides only. If you wish to have the fourth side skirted please order additional skirting on our Furniture & Accessories Order Form.**

	<input type="checkbox"/>	4' Skirted Table
	<input type="checkbox"/>	6' Skirted Table

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

COMPANY NAME

AUTHORIZED CONTACT





# Material Handling Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828 • FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #

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IPEIA

February 2-4, 2010

The Banff Centre

Make arrangements by  
January 19, 2010

## MATERIALS HANDLING SERVICE

**THE BANFF CENTRE WILL NOT HANDLE EXHIBITOR SHIPMENTS - DO NOT SHIP DIRECTLY TO SHOW SITE**

MATERIAL HANDLING CONTRACTOR: GES CANADA

Ship Prepaid Only — Collect shipments will be refused.

All charges are based on in-bound weights (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, 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**

10120 - 52nd Street SE

Calgary, Alberta T2C 4M2

Attn: GES Banff

Name of show \_\_\_\_\_

Booth # \_\_\_\_\_

**\$320.00 MINIMUM CHARGE (UP TO 400LBS)**

Late shipments, call our office with details/instructions, do not ship to The Banff Centre.

**ALL WAREHOUSE SHIPMENTS RECEIVED AFTER JANUARY 29 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 and 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. Please see the following page for full details of terms and conditions of this service. Shipments over 400lbs will be charged \$71 per 100lbs above 400lbs. Pieces that will not fit on a semi, cannot be moved with a pallet jack, or will not fit into the building, would incur additional attention and charges. Please contact our office if extra services are required for a quote.

**Return:** Post show pick up will be from showsite, Thursday, February 4. Shipping to Calgary or elsewhere is not included. Freight will not be returned to Calgary and held for other carriers. Your company rep on site will need to prepare shipment for return, including filling out a waybill with account number, packaging and securing each piece, removing old labels and labeling each piece for return. Not doing so will incur extra charges.

**Courier** shipments of boxes (FedEx Air, Purolator, etc., under 300lbs & unskidded only) held at our office, in Banff, for courier pickup will be charged storage \$25/100lbs/day.

**Trucked** shipments will not be held. Pick up by own shipper, scheduled by your company, is required same day from show site (Thursday, February 4 by 7PM) or freight will be sent forced. If you require assistance, please contact our office regarding the GES CANADA Logistics service.

I am shipping internationally. My customs broker is \_\_\_\_\_ Livingston recommended 403-291-5332

I understand, if I do not hire a broker, my company must **provide a Commercial Invoice (and any other required forms) with all shipments into and out of Canada.**

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: \_\_\_\_\_

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

**TOTAL ESTIMATED CHARGES: \$**

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

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

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



# Material Handling Information

## IPEIA

February 2-4, 2010

The Banff Centre

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).
- Some conventions centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### How to ship goods

- Remove all old shipping and empty storage labels.
- Ensure goods are well labelled 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 labelling 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 labelled) 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, re-crating, 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.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

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

TO:

EXHIBITING COMPANY

**IPEIA**

NAME OF EXHIBITION

BOOTH NUMBER

10120 52nd Street S.E.  
Calgary, Alberta T2C 4M2  
Attention: GES CANADA Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE  
January 29, 2010

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



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SHIPMENT SHOULD ARRIVE ON OR BEFORE  
January 29, 2010

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



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



# Furniture & Accessories Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
 • FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #:

All orders are governed by the GES CANADA Payment Policy and GES CANADA Terms & Conditions of Contract as specified in this Exhibitor Kit.

IPEIA

February 2-4, 2010

The Banff Centre

DISCOUNT DATE:

January 19, 2010

## PRICE LIST

Quantity	Item #	Description	Discount \$	After Discount \$	Total Price
<b>Skirted Tables 2' deep x 29" high</b>					
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:</i>					
	DT4	Skirted 4' Table, Skirted 4 Sides	\$ 88.00	\$ 119.00	\$
	DT6	Skirted 6' Table	\$ 88.00	\$ 119.00	\$
		For 8' = 2 - 4' tables skirted together as one table	\$ 130.00	\$ 177.00	\$
	DMS	Skirting colour change	\$ 30.00	\$ 38.00	\$
	DMS	4th Side Skirted, Optional	\$ 30.00	\$ 38.00	\$
<b>Skirted Raised Tables 2' deep x 36" high</b>					
<i>Skirting for Raised Tables - White Vinyl Top &amp; Pleated Skirt on 3 Sides, Choose Colour below:</i>					
	RD4	Skirted 4' Raised Table, Skirted 4 Sides	\$ 113.00	\$ 152.00	\$
	RD6	Skirted 6' Raised Table	\$ 113.00	\$ 152.00	\$
	DMS	4th Side Skirted, Optional	\$ 30.00	\$ 38.00	\$
<b>Pedestal Tables 30" diameter</b>					
	FCOFT	Round Coffee Table, 18" Tall	\$ 82.00	\$ 112.00	\$
	FPEDT	Round Pedestal Table, 30" Tall	\$ 82.00	\$ 112.00	\$
	FPEDT	Round Bar Table, 42" Tall	\$ 95.00	\$ 128.00	\$
<b>Chairs</b>					
	FFC	Plastic Folding Chair	\$ 31.00	\$ 40.00	\$
	FGFAC	Arm Chair, Padded Grey	\$ 40.00	\$ 57.00	\$
	FGFCS	Counter Stool, Padded Grey	\$ 69.00	\$ 98.00	\$
	FGFSC	Side Chair, Padded Grey	\$ 41.00	\$ 57.00	\$
	FBDC	Director's Chair, Low	\$ 60.00	\$ 81.00	\$
	FBDC	Director's Chair, High	\$ 93.00	\$ 129.00	\$

Please include Booth Layout form for placement of items

**Table/Raised Table Skirts/Drape Colours:**

Show colour will be provided if no colour is indicated below:  
 Black, Blue, Burgundy, Charcoal, Forest Green, White.

**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 move-in begins and 100% after installation.

BOOTH :

EMAIL ADDRESS

AUTHORIZED CONTACT



# Specialty Items/Plants Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
• FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #:

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IPEIA

February 2-4, 2010

The Banff Centre

DISCOUNT DATE:

January 19, 2010

## PRICE LIST

Quantity	Item #	Description	Discount \$	After Discount \$	Total Price
<b>Green Floor Plants</b>					
	PFP25	2' to 5' Tall (silk plant)	\$ 65.00	\$ 88.00	\$
	PFP56	5' to 6' Tall (silk tree)	\$ 96.00	\$ 129.00	\$
	PBF	Boston Ferns	\$ 71.00	\$ 96.00	\$
	PMUM	Mums or Seasonal flowering plant	\$ 48.00	\$ 65.00	\$
<b>Display Items</b>					
	FCSH	Signholder	\$ 51.00	\$ 69.00	\$
	FESL	Easel	\$ 41.00	\$ 67.00	\$
	FCT	Coat Tree	\$ 41.00	\$ 67.00	\$
	FGR	Garment Rack on Wheels	\$ 54.00	\$ 72.00	\$
	FCS	Stanchion & Rope	\$ 36.00	\$ 48.00	\$
	FSBD	Ballot Drum, Table Size	\$ 65.00	\$ 89.00	\$
	FSBD	Plexi lock box w/slot	\$ 82.00	\$ 112.00	\$
	FLR	Literature stand (Accordian style floor standing 6 shelves)	\$ 107.00	\$ 144.00	\$
	FBH	Bag Stand	\$ 66.00	\$ 87.00	\$
	FWB	Wastebasket	\$ 19.00	\$ 25.00	\$

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

	<b>TOTAL OF ALL ITEMS ORDERED:</b> \$
<b>Carry this total to the payment and credit card authorization form</b>	

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 100% of original price after move-in begins.

BOOTH :	EMAIL ADDRESS
---------	---------------

	AUTHORIZED CONTACT
--	--------------------

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



# Cleaning & Carpet Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
 • FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #

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IPEIA

February 2-4, 2010

The Banff Centre

DISCOUNT DATE:

January 19, 2010

## CLEANING PRICE LIST

### Initial Cleaning Service

Service performed prior to show opening. Carpets are vacuumed counters dusted and waste baskets are emptied.

If exhibitor sets up late, service may not be provided.

	BCICB	Per Single Booth	\$ 39.00	\$ 53.00	\$
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## CARPET PRICE LIST

Quantity	Item #	Description	Discount \$	After Discount \$	Total Price
----------	--------	-------------	-------------	-------------------	-------------

### Standard Carpet

	C1010_	Per single booth 16 oz. Standard Booth Carpet	\$ 155.00	\$ 209.00	\$
	C1020_	Per double booth 16 oz Standard Booth Carpet	\$ 298.00	\$ 401.00	\$

### Booth Carpet - Bulk Areas over 400 sq. ft.

If your booth requires a size that is 400 sq. ft. and over, please complete this section

	CMISC	' X ' = _____ Sq.Ft.	\$ 2.05	\$ 2.50	\$
--	-------	----------------------	---------	---------	----

### Plastic Covering For Protection

	CAPC	' X ' = _____ Sq.Ft.	\$ 0.80	\$ 1.00	\$
--	------	----------------------	---------	---------	----

Prices includes delivery, installation, rental, and removal.

### Please Indicate Choice

#### Carpet Colour:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Forest Green |
| <input type="checkbox"/> Blue  | <input type="checkbox"/> Grey         |

**The exhibit area is carpeted.**

**DAMAGE CLAUSE:** Please be advised that any damages to the carpet, which may include metal filling, fluid spills (including hydraulic fluid, varsol, engine leaks, etc.), engine cleaner, tire cleaner, mud etc. will be charged directly to the client, if required.

**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: Carpet cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

BOOTH:

EMAIL ADDRESS

AUTHORIZED CONTACT

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



# Audio Visual Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
 • FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #

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**IPEIA**

February 2-4, 2010

The Banff Centre

DISCOUNT DATE:

January 19, 2010

QTY	DESCRIPTION	DISCOUNT PRICE	AFTER DISCOUNT PRICE	days of rental	TOTAL
	19" TELEVISION / VCR COMBO UNIT (\$ PER DAY)	\$ 97.00	\$ 133.00		\$
	SKIRTED CART FOR TELEVISION (\$ PER DAY)	\$ 23.00	\$ 29.00		\$
	28" TELEVISION ONLY (\$ PER DAY)	\$ 125.00	\$ 169.00		\$
	VCR ONLY (\$ PER DAY)	\$ 45.00	\$ 61.00		\$
	DVD ONLY (\$ PER DAY)	\$ 58.00	\$ 77.00		\$
	42" or 50" PLASMA SCREEN (\$EACH)	\$ 2,015.00	call for quote		\$
Plasma will be connected to _____ (dvd, laptop, etc)		Speakers required Y / N ?			
	PLASMA CART (WITH PLASMA SCREEN) (\$ EACH)	\$ 139.00	call for quote	~	\$
	PLASMA CART ONLY (\$ EACH)	\$ 589.00	call for quote	~	\$
	32" LCD TV (RF TV Tuner built in)	\$ 696.00	call for quote	~	\$
	26" LCD TV (RF TV Tuner built in)	\$ 521.00	call for quote	~	\$
	20"/21" FLAT PANEL LCD MONITOR (\$EACH)	\$ 478.00	call for quote	~	\$
	17"/18" FLAT PANEL LCD MONITOR (\$EACH)	\$ 359.00	call for quote	~	\$
	17"/18" COMPUTER MONITOR (\$EACH)	\$ 323.00	call for quote	~	\$

**ON-SITE ORDERS ARE NOT AVAILABLE FOR MOST OF THIS EQUIPMENT**

Notes:

**TOTAL OF ALL ITEMS ORDERED: \$**

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

plasma size depends on availability

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

BOOTH

EMAIL ADDRESS

AUTHORIZED CONTACT

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



# Installation & Dismantle Labour Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
• FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #

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IPEIA

February 2-4, 2010

The Banff Centre

DISCOUNT DATE:  
January 19, 2010

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 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 (and forklift, if ordered). If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES CANADA. GES CANADA 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.

HOURLY RATES		Times	Pre Order Labourer	After discount per Labourer
Exhibitor Supervised	Between 8:00 AM and 5:00 PM Weekdays	(straight time)	\$74.00	\$100.00
GES Supervised	Between 8:00 AM and 5:00 PM Weekdays	(straight time)	\$99.00	\$134.00
Exhibitor Supervised	Before 8:00 AM and after 5:00 PM Weekdays and all day weekends and Holidays.	(overtime)	\$102.00	\$137.00
GES Supervised	Before 8:00 AM and after 5:00 PM Weekdays and all day weekends and Holidays.	(overtime)	\$137.00	\$185.00

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

### PLEASE INDICATE SERVICE

### PLACE ORDER HERE

GES SUPERVISED (OK TO PROCEED)

GES CANADA will supervise labour to:

- Unpack and install display before exhibitor arrival at showsite.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES CANADA policies, including terms and conditions of contract, including but not limited to sub- paragraph VI. Labour.

A surcharge is shown above for the professional supervision.

EXHIBITOR SUPERVISED (DO NOT PROCEED)

GES CANADA will assist exhibitor with labour

- Indicate workers needed for installation and dismantling.
- GES CANADA will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

Type of booth:  Pop-up  Custom  Other

SCHEDULE DATES	# LABOURERS	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
Install		AM	AM			\$
		PM	PM			\$
Dismantle		AM	AM			\$
		PM	PM			\$
					Total Labour Ordered	\$

All orders are governed by the GES CANADA Payment Policy and GES CANADA Terms & Conditions of Contract as specified in this Exhibitor Kit.

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.

Orders taken at the Exhibit Site will incur a 30% Walk-up Surcharge

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

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

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

BOOTH

EMAIL ADDRESS

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form



# Portable Systems Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
 • FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #

All orders are governed by the GES CANADA Payment Policy and GES CANADA Terms & Conditions of Contract as specified in this Exhibitor Kit.

**IPEIA**

February 2-4, 2010

The Banff Centre

DISCOUNT DATE:

January 19, 2010

## POP UP SYSTEMS

QTY	DESCRIPTION	DISCOUNT PRICE	AFTER DISCOUNT PRICE	TOTAL
FMISC	8' POP UP UNIT (NOT PICTURED)	\$ 421.00	CALL FOR PRICES	
FMISC	10' POP UP UNIT (NOT PICTURED)	\$ 568.00	CALL FOR PRICES	
FMISC	6' POP UP TABLE TOP (NOT PICTURED)	\$ 348.00	CALL FOR PRICES	

## RADIUS ® PORTABLE PANELS SYSTEMS

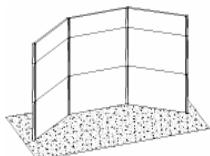
QTY	DESCRIPTION	DISCOUNT PRICE	AFTER DISCOUNT PRICE	TOTAL
FMISC	BASIC HP-1 SYSTEM	\$ 539.00	CALL FOR PRICES	
FMISC	BASIC VP-1 SYSTEM	\$ 579.00	CALL FOR PRICES	
GMHTB	7'9" X 4' POSTERBOARD (NOT PICTURED)	\$ 120.00	\$ 162.00	

## FS® FOLDING STACKABLE SYSTEMS

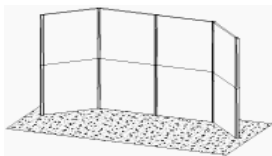
QTY	DESCRIPTION	DISCOUNT PRICE	AFTER DISCOUNT PRICE	TOTAL
FMISC	FS TABLE TOP MODEL	\$ 141.00	\$ 201.00	
FMISC	FS TABLE TOP WITH HEADER	\$ 215.00	\$ 290.00	
FMISC	FS FULL HEIGHT MODEL	\$ 346.00	\$ 467.00	

## ACCESSORIES

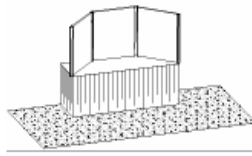
QTY	DESCRIPTION	DISCOUNT PRICE	AFTER DISCOUNT PRICE	TOTAL
GAL	1 BULB ARM LIGHT (EXCLUDING POWER)	\$ 44.00	\$ 58.00	
GAS	ANGLED LITERATURE SHELF	\$ 39.00	\$ 44.00	
GPLP	LITERATURE HOLDER	\$ 30.00	\$ 33.00	



**HP-1**



**VP-1**



**FS TABLE TOP**



**FS TABLE TOP WITH HEADER**



**FS -FULL HEIGHT MODEL**

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.

BOOTH #

EMAIL ADDRESS

AUTHORIZED CONTACT

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



# GEM Counters & Showcases Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • PO Box 960 Banff Alberta T1L 1J4 • Phone: 403 762-2828  
 • FAX: 403 762-2777 • Email: BANFF@ges.com

Booth #

All orders are governed by the GES CANADA Payment Policy and GES CANADA Terms & Conditions of Contract as specified in this Exhibitor Kit.

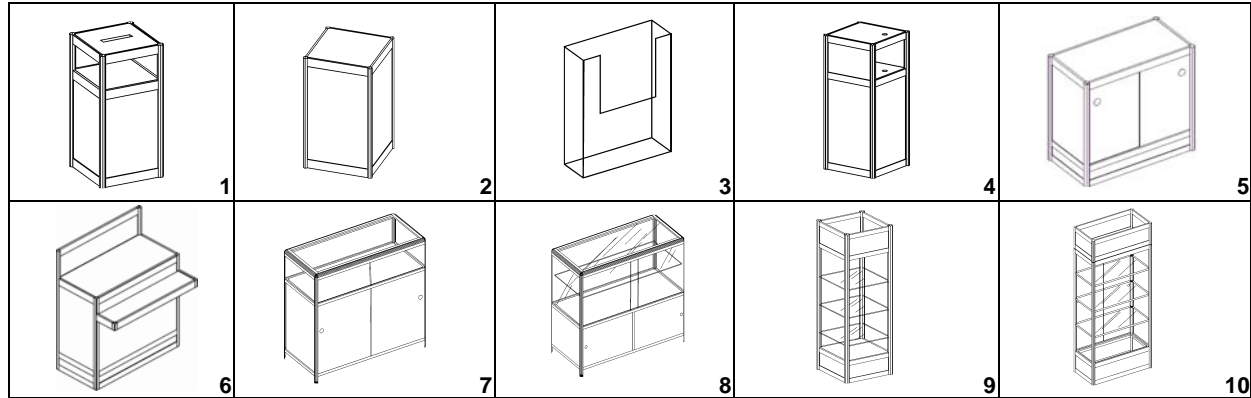
IPEIA

February 2-4, 2010

The Banff Centre

DISCOUNT DATE:  
January 19, 2010

## GEM EXHIBIT SHOWCASES



## PRICE LIST

Quantity	Item #	Description	Discount \$	After Discount	Total Price
	1 GBB	Ballot Bin - 20"L X 20"W X 36"H	\$ 130.00	\$ 180.00	\$
	2 GPS	Pedestal White - 20"L X 20"W X 36"H	\$ 98.00	\$ 137.00	\$
	3 GPLP	8.5" x 11" Clear Plexi Literature Pocket	\$ 31.00	\$ 40.00	\$
	4 GPS	A/V Pedestal (Black) 26"L X 26"W x 55"H	\$ 209.00	\$ 293.00	\$
	5 GCSU	Storage Counter (White with lock) 40"L X 20"W X 36"H <u>or</u> 41"H	\$ 215.00	\$ 301.00	\$
	6 GCOMPC	Computer Counter (White)	\$ 227.00	\$ 310.00	\$
	7 G99A	99A Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 233.00	\$ 312.00	\$
	8 G99B	99B Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 249.00	\$ 324.00	\$
	9 G99C	99C Showcase (White/Glass) 20"L X 20"W X 96"H	\$ 274.00	\$ 382.00	\$
	10 G99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$ 382.00	\$ 534.00	\$
		Plexi panels to enclose 99C or 99D	call	call	\$

Notes:	<b>TOTAL OF ALL ITEMS ORDERED: \$</b>
	<i>Carry this total to the payment and credit card authorization form</i>

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

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 move-in begins and 100% after installation.

BOOTH #	EMAIL ADDRESS
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AUTHORIZED CONTACT
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**Payment & Credit Card Charge Authorization Form MUST Accompany this Form**



# GES CANADA Terms & Conditions of Contract (Page 1 of 2)

IPEIA

GES CANADA TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' DISCRETION WITHOUT NOTICE TO ANY PARTIES

February 2-4, 2010

The Banff Centre

## I. Definitions:

**Agents:** GES CANADA's agents, sub-contractors, carriers, and the agents of each.

**Customer:** Exhibitor or other party requesting services from GES CANADA.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation.

**Goods:** Exhibits, property, and commodities of any type for which GES CANADA is requested to perform services.

**Cold Storage:** Holding of Goods in a climate controlled area.

**Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows.

**Services:** Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.

**Show Site:** The venue or place where an exposition or event takes place.

**Supervised Labour:** Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES CANADA.

**Un-Supervised Labour:** Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES CANADA. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

## II. Scope:

These Terms and Conditions shall be binding upon Customer, GES CANADA, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

**By acceptance of services of GES CANADA or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

## III. Customer Obligations:

**Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES CANADA or Agents. Customer authorizes GES CANADA to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

**Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES CANADA has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit provided to GES CANADA, GES CANADA is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligations:

### **Indemnification:**

**Customer to GES CANADA:** Except to the extent of GES CANADA's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES CANADA from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES CANADA harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

**GES CANADA to Customer:** To the extent of GES CANADA's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES CANADA shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES CANADA assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

## VI. GES CANADA Liability for Loss or Damage to Goods

**Negligence standard:** GES CANADA shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES CANADA.

**Condition of Goods:** GES CANADA shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES CANADA shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipt of Goods:** GES CANADA shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**Force Majeure:** GES CANADA shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

**Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES CANADA assumes no liability or responsibility for Cold Storage.

**Accessible Storage:** GES CANADA assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

**Unattended Goods:** GES CANADA assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.

**Labour:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided labour. If GES CANADA supervises labour for a fee, GES CANADA shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES CANADA and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise labour.



# GES CANADA Terms & Conditions of Contract (Page 2 of 2)

## IPEIA

GES CANADA TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' DISCRETION WITHOUT NOTICE TO ANY PARTIES

February 2-4, 2010

The Banff Centre

**Empty Storage:** GES CANADA assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES CANADA Service Desk for empty container storage. Damage that is the direct result of GES CANADA's negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** GES CANADA shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES CANADA has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES CANADA is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES CANADA's discretion, and at Customer's expense assuming the Goods are labeled for return. GES CANADA retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**Concealed Damage:** GES CANADA shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

**Unattended Booth:** GES CANADA shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES CANADA will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

**Measure of Damage:** GES CANADA's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

**No Insurance:** GES CANADA is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES CANADA performed in a manner that constitutes gross negligence in the performance of its services for Customer.

**Notice of loss or damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES CANADA within 24 hours of occurrence or delivery of Goods, whichever is later.

**Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES CANADA within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES CANADA, Customer will not withhold payment or any amount due GES CANADA for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES CANADA prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES CANADA shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES CANADA reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

**Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) years of the date of declaration of any part of a claim

## VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Alberta.

## VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES CANADA's liability for Customer's Goods:

The responsibility of GES CANADA with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES CANADA shall be liable only for loss or damage to Goods caused by GES CANADA's sole negligence. GES CANADA's liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES CANADA is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES CANADA's immediate control. GES CANADA is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES CANADA is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES CANADA. In no event shall GES CANADA be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES CANADA as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES CANADA recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

**SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.**