



GES Canada Ltée

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Expositions • Événements • Expériences  
Exhibitions • Events • Experiences

## FORMULAIRES DE COMMANDE

## ORDER FORMS

ExpoHabitation de Montréal  
2020  
Montreal HomeExpo

6 au 9 février 2020 February 6-9

STADE OLYMPIQUE

 [ges.com/ca](http://ges.com/ca)



Dear Exhibitor,

We are pleased that **GES Canada Ltd.** has been selected as your Official Service Contractor for:  
**2020 Montreal HomeExpo**

We strive to offer you the best possible service to facilitate a successful show experience. Please review this manual carefully. It contains information and order forms for each of the many services offered by GES Canada Ltd. In order to provide efficient service for you it is important that you return these forms to us promptly.

By placing your orders in advance, you will benefit from discounted prices on our furniture and deco items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold-out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary. GES requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, cheques, as well as wire transfer. **Please note that onsite pricing will include a premium.**

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call 1 (514) 367-4848 from Monday to Friday from (8:30 a.m. - 4:30 p.m.) and ask to speak to a Customer Service Representative (CSR). In addition, our GES Service Centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a successful event.

*Save time, order online.*  
*Place orders and manage your budget in one place.*

**EXPRESSO**

Sincerely,  
Your Customer Service Team

GES Canada Ltd.  
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# Terms & Conditions of Contract and Limits of Liability & Responsibility

## I. Definitions:

**Agents:** GES Canada Ltd.'s agents, sub-contractors, carriers, and the agents of each.  
**Customer:** Exhibitor or other party requesting services from GES Canada Ltd.  
**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 Ltd. 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 Ltd.  
**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 Ltd. 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 Ltd., 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 Ltd. 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 Ltd. or Agents. Customer authorizes GES Canada Ltd. to charge it's credit card directly for services rendered on it's 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 Ltd. 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 card is provided to GES Canada Ltd., GES Canada Ltd. 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 delivery will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligations:

### **Indemnification:**

**Customer to GES Canada Ltd.:** Except to the extent of GES Canada Ltd.'s own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Canada Ltd. 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 Ltd. 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 Ltd. to Customer:** To the extent of GES Canada Ltd.'s own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Canada Ltd. 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 Ltd. 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 Liability for Loss or Damage to Goods

**Negligence standard:** GES Canada Ltd. 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 Ltd. .

**Condition of Goods:** GES Canada Ltd. shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Canada Ltd. 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 Ltd. 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 Ltd. 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 Ltd. assumes no liability or responsibility for Cold Storage.

**Accessible Storage:** GES Canada Ltd. 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 Ltd. 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 it's own Goods for any and all risk of loss.

**Labour:** GES Canada Ltd. assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Canada Ltd. provided labour. If GES Canada Ltd. supervises labour for a fee, GES Canada Ltd. 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 Ltd. and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.



# Terms & Conditions of Contract and Limits of Liability & Responsibility

**Empty Storage:** GES Canada Ltd. 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 Ltd. Service centre for empty container storage. Damage that is the direct result of GES Canada Ltd.'s negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** GES Canada Ltd. 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 Ltd. 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 Ltd. is authorized to proceed in the manner chosen by the Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES Canada Ltd.'s discretion, and at Customer's expense assuming the Goods are labeled for return. GES Canada Ltd. 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 Ltd. shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

**Unattended Booth:** GES Canada Ltd. 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 Ltd. 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 Ltd.'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 Ltd. 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 Ltd. 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 Ltd. 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 Ltd. 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 Canada Ltd. 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 Ltd., Customer will not withhold payment or any amount due GES Canada Ltd. for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Canada Ltd. prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Canada Ltd. shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Canada Ltd. 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) year of the date of declination 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 Quebec.

## 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 Ltd.'s liability for Customer's Goods:

The responsibility of GES Canada Ltd. 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 Ltd. shall be liable only for loss or damage to Goods caused by GES Canada Ltd.' sole negligence. GES Canada Ltd.'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 Ltd. 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 Ltd.'s immediate control. GES Canada Ltd. is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Canada Ltd. is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Canada Ltd. In no event shall GES Canada Ltd. 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 Ltd. as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Canada Ltd. 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 LTD. 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.**



## La sécurité est très importante pour toutes les personnes qui travaillent dans la salle d'exposition, surtout la vôtre !

GES Canada Ltée fait de la sécurité sa priorité. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'évènement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'évènement plus sécuritaire et agréable pour vous et vos confrères exposants. Veuillez vous référer et respecter la liste des conseils de prévention de pertes que vous trouverez ci-dessous. Ces directives aideront à améliorer la sécurité de l'évènement en général et de prévenir des blessures aux exposants, aux employés et à vous. Amusez-vous et faites-le en toute sécurité! Merci de votre collaboration !

### Guide de conseils de prévention de perte pour les exposants sur le site de l'évènement.

- Il est strictement INTERDIT de fumer dans le hall d'exposition.
- Il est INTERDIT de monter debout sur les chaises, tables ou tout autre mobilier. Veuillez utiliser une échelle ou demander de l'aide auprès du personnel de GES .
- Seuls les employés autorisés de GES Canada Ltée ont l'autorisation d'opérer les chariots élévateurs ainsi que les transpalettes. Demandez de l'aide.
- Faites attention aux chariots élévateurs qui circulent dans les allées et sur les débarcadères. Veuillez s.v.p. vous tenir loin de ces appareils, surtout lorsqu'ils transportent une charge ou une palette.
- Ne jamais courir dans le hall d'exposition. S.V.P. veuillez marcher. Attention où vous mettez les pieds dans les allées et restez loin des débarcadères.
- Les fils électriques ainsi que les extensions peuvent être dangereux s'ils sont effilochés ou étendus dans une allée. S.V.P. veuillez vérifier l'état des fils. Pour toute assistance ou pour remplacer un fil endommagé, veuillez aviser le responsable des services électriques. Ne pas surcharger les prises électriques.
- S.V.P. veuillez garder les sorties de secours dégagées. Si vous êtes témoin d'un feu, veuillez le signaler immédiatement ou actionner l'alarme de feu le plus près.
- Si vous renversez quelque chose, ou apercevez un liquide renversé, veuillez le signaler immédiatement.
- Gardez votre espace propre. Jetez les débris et disposez votre matériel de façon sécuritaire.
- Les allées doivent demeurer propres et sans débris.
- Assurez-vous que vos effets de grandes valeurs sont placés dans un endroit sécuritaire dans le hall d'exposition. Les articles laissés sans supervision dans les kiosques peuvent être la cible de vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES.

### Safety is very important for everyone working in the exhibit hall, especially you!

GES Canada Ltd. is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Canada Ltd. supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show safely. Thank you for your cooperation!

### Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES Canada Ltd. personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Canada Ltd. personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Apply good housekeeping. Dispose of any waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.