

Edmonton Home & Garden Show

Edmonton EXPO Centre
 March 23 - 26, 2023

We are pleased to inform you that GES has been selected as the official service partner for:

Edmonton Home & Garden Show

Our goal is to provide you with the best possible service and to ensure that your participation in the event is a success. If at any time during the planning process you have questions or need advice, just ask us, we are here to help!

In preparation for the event, here are a few useful tips like we'd like to share with you:

- Be sure to review this Exhibitor Services Manual carefully as it contains valuable information on Advance Pricing as well as the many services being offered by GES.
- **Ordering online is the best way to save money - UP TO 25%!**
- On-Site pricing is applicable to all orders received beginning on the first day of move-in through to the completion of the event.
- Full payment is required at time of order. Please complete & return the enclosed "Credit Card Authorization Form".
- GES accepts VISA, MasterCard, American Express, Debit, EFTs/Wire Transfers and cheques as methods of payment.
- Exhibitors are required to pay 5% G.S.T. on all items when exhibiting in Alberta.

PRICING INFORMATION

Advance Price:	Thursday, March 09, 2023	To take advantage of the Advance Price, all completed forms and <u>full payment</u> must be received on or before this date.
Standard Price:	Show Start Date	The Standard Price will be charged after the Advance Price Deadline Date has passed and up until the first day of event move-in.
On-Site Price:	Tuesday, March 21, 2023	Orders received on the first day of event move-in through to the completion of the event are subject to the On-Site Price which begins on the date indicated.

PRIVACY POLICY

GES respects your privacy. Your personal data will be used by GES Canada Limited only in accordance with the Privacy Policy published at <https://www.ges.com/legal/privacy-policy>. The Terms permit us to retain your order information to better service your future needs and to communicate with you via electronic communications. You may opt-out of receiving emails as provided in the Privacy Policy. If you provide personal information on behalf of another individual, you represent that you have all the authority and a lawful basis to enable us to collect, use and disclose such personal information as described in our Privacy Policy.



Online Orders

To search for your Show please visit:

www.ges.com/find-your-show



Email Orders

Return completed forms to

edmonton@ges.com



Get Assistance

Need additional information?

Tel: 780.469.7767

Toll Free: 1.877.505.7767



SHOW INFORMATION

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services

6292 - 50 St. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Toll Free: 1.877.505.7767
edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

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Official Service Provider

GES
6292 - 50 St. NW
Edmonton, Alberta, Canada
T6B 2N7

Phone: 780.469.7767
Toll Free: 1.877.505.7767
Email: edmonton@ges.com

Web: www.ges.com/
Twitter: GES_Canada
Instagram: ges_canada

GES will be on-site to assist you in coordinating any last minute services and to answer any questions you may have!

Show Information

Booth Size: 10' x 10'
Back Wall Drape: 8' backwall, black
Side Wall Drape: 8' sidewall, black

Standard Booth Package Includes:
8' high backwall drape, 8' high sidewall drape

Important Dates - Before the Event

Advance Price Deadline Date: Thursday, March 09, 2023

Advance Shipments May Arrive at Warehouse: Friday, February 17, 2023 **Warehouse Hours:** 09:00 - 16:00

Post Show Shipments must be picked up from the GES Warehouse by: Wednesday, March 29, 2023 **Warehouse Hours:** 09:00 - 16:00

Important Dates - During the Event *(*times subject to change, confirm with event organizer)*

Exhibitor Move-In:
Tuesday, March 21, 2023 08:00 - 20:00
Wednesday, March 22, 2023 08:00 - 16:00

GES Service Desk Hours:
Tuesday, March 21, 2023 08:00 - 20:00
Wednesday, March 22, 2023 08:00 - 16:00

Show Hours:
Thursday, March 23, 2023 12:00 - 21:00 Saturday, March 25, 2023 10:00 - 21:00
Friday, March 24, 2023 12:00 - 21:00 Sunday, March 26, 2023 10:00 - 18:00

Exhibitor Move-Out:
Sunday, March 26, 2023 18:00 - 22:00
Monday, March 27, 2023 08:00 - 14:00

Facility Must Be Clear By: Monday, March 27, 2023 14:00

Shipping Addresses *(use Shipping Labels included in this manual to expedite handling)*

c/o GES / Event Name
Company Name & Booth Number
6292 - 50 St. NW
Edmonton, Alberta T6B 2N7

Advance Shipments May Arrive at Warehouse:
Friday, February 17, 2023
09:00 - 16:00

c/o GES / Event Name
Edmonton EXPO Centre
7300 - 116 Ave. NW
Edmonton, Alberta T5B 0H8

Direct Shipments May Arrive At Venue:
Tuesday, March 21, 2023
08:00 - 20:00



CREDIT CARD AUTHORIZATION FORM

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

Please indicate if you will be using a Third Party for billing of services:

No Yes (please complete/return the "Third Party Billing Form")

ORDER SUMMARY

PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)	PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)
Show Specials Order Form	\$	Exhibit Accessories Order Form	\$
Rental Exhibits Order Form	\$	Plants & Floral Order Form	\$
Graphics & Design Order Form	\$	Labour Order Form	\$
Furnishings Order Form (2 pages)	\$	In-Booth Forklift Order Form	\$
Carpet & Underpad Order Form	\$	Material Handling Order Form	\$
Specialty Furniture Order Form (2 pages)	\$		

Note: Not all forms/services are available for all events.

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 =

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" 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.

Cardholder Name (please print) _____

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

Method of Payment: Credit Card EFT/Wire Transfer Cheque

Account Number:

Expiry Date:

VISA MasterCard American Express

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

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

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**. Advance Price for online orders and offline (email/fax) orders varies. 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 may be charged the Standard 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, American Express, Debit, EFTs/Wire Transfers and cheques as methods of payment. Purchase Orders are not considered payment. Exhibitors will be charged \$20.00 for cheques returned as NSF.

EFT/WIRE TRANSFER INFORMATION:

To properly credit your account, please complete the "*Electronic Funds/Wire Transfer Form*" included within this exhibitor manual. **Note:** There is a minimum service charge applicable on all EFT/Wire Transfers (\$20.00 North America, \$40.00 International). Any additional fees are the responsibility of the Exhibitor and may vary depending on processing bank. Please ensure that transfers are received a minimum of ten (10) days prior to the event.

PAYMENT SCHEDULE:

Payment for all GES products and/or services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklift, and/or Labour 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. See "*Third Party Billing Form*" included in this manual.

ADJUSTMENTS AND CALCULATIONS:

Adjustments to an invoice **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.

Furnishings

Seating



Plastic Contour Chair



Grey Fabric Side Chair



Grey Fabric Arm Chair



Grey Fabric Counter Stool

Tables & Counters



Coffee Table



End Table - Square



Starbase Table - 40"
(cocktail table)



Spandex Cocktail
Table Cover



Starbase Table - 30"



Starbase Table - 18"
(coffee table)



Skirted Table - 30" High
4ft., 6ft., 8ft.



Skirted Counter - 42" High
4ft., 6ft.



Unskirted Table - 30" High
4ft., 6ft., 8ft.



Unskirted Counter - 42" High
4ft., 6ft.

Accessories



Storage Counter with
Front Graphic Panel



Storage Counter



Chrome Sign Holder



Easel



Bag Holder



Vest Stanchions



Upright Stanchions



Trash Can



Garment Rack on
Wheels



Small Ballot Drum



4' x 8' Posterboard

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



FURNISHINGS ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

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Advance Price Deadline Date:
Thursday, March 09, 2023

Exhibiting Company Name	Booth Number	
Name of Primary Contact	Phone	Email

 **Online Savings are Just a Click Away** 
Order online before the advance price deadline for best pricing

ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
20370400	Plastic Contour Chair	\$34.25	\$39.00	\$47.50		
20370809	Grey Fabric Side Chair	\$60.00	\$68.25	\$83.00		
20370009	Grey Fabric Arm Chair	\$61.75	\$70.25	\$85.50		
20375200	Grey Fabric Counter Stool	\$130.50	\$148.50	\$181.00		
20384080	White Coffee Table	\$71.50	\$81.25	\$99.00		
20384110	Black Coffee Table	\$71.50	\$81.25	\$99.00		
20384130	White End Table - Square	\$49.50	\$56.25	\$68.50		
20384130	Black End Table - Square	\$49.50	\$56.25	\$68.50		
20384060	Starbase Table - 40"h (cocktail table)	\$131.50	\$149.75	\$182.50		
20385200	Spandex Cocktail Table Cover	\$50.50	\$57.50	\$70.00		
20384206	Starbase Table - 30"h	\$109.25	\$124.25	\$151.50		
20384100	Starbase Table - 18"h (coffee table)	\$83.75	\$95.25	\$116.00		
60010560	Storage Counter with Front Graphic Panel (40"l x 20"w x 40"h)	\$286.25	\$326.00	\$397.50		
60010560	Storage Counter (40"l x 20"w x 40"h)	\$286.25	\$326.00	\$397.50		
20320050	22"w x 28"h Chrome Sign Holder	\$71.50	\$81.25	\$99.00		
20320230	Easel	\$60.00	\$68.25	\$83.00		
20320030	Bag Holder - 41"h	\$99.00	\$112.75	\$137.50		
20320220	Tape Stanchions - 7'w	\$61.00	\$69.50	\$84.50		
20320170	Cardboard Wastebasket	\$33.00	\$37.75	\$45.75		
20320110	Garment Rack on Wheels	\$68.25	\$77.50	\$94.50		
20320200	Small Ballot Drum	\$94.50	\$107.50	\$131.00		
20330000	4' x 8' Posterboard - Grey	\$124.25	\$141.50	\$172.50		



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 Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- 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 and is calculated at an increase of 20% to the Standard Price listed above.

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.

Authorized Name (please print)

Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.



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Advance Price Deadline Date:
Thursday, March 09, 2023

Exhibiting Company Name _____ Booth Number _____

Name of Primary Contact _____ Phone _____ Email _____

Online Savings are Just a Click Away
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ITEM CODE	DESCRIPTION	ADVANCE ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
SKIRTED TABLES - 30" HIGH						
		Circle Colour Choice:				
203824	4 ft. Long x 2 ft. Wide	Black	Blue	\$120.00	\$136.75	\$166.50
203826	6 ft. Long x 2 ft. Wide	Burgundy	Green	\$135.00	\$153.75	\$187.50
203828	8 ft. Long x 2 ft. Wide	Red	Silver	\$144.75	\$165.00	\$201.00
203850	Skirted Fourth Side	White		\$40.50	\$46.00	\$56.00
20385000	Skirt Exchange			\$53.00	\$60.50	\$73.50
SKIRTED COUNTERS - 42" HIGH						
		Circle Colour Choice:				
203834	4 ft. Long x 2 ft. Wide	Black	Blue	\$139.50	\$158.75	\$193.50
203836	6 ft. Long x 2 ft. Wide	Burgundy	Green	\$171.50	\$195.25	\$238.00
203838	8 ft. Long x 2 ft. Wide	Red	Silver	\$210.75	\$240.00	\$292.50
203851	Skirted Fourth Side	White		\$40.50	\$46.00	\$56.00
20385000	Skirt Exchange			\$53.00	\$60.50	\$73.50
UNSKIRTED TABLES - 30" HIGH						
20380400	4 ft. Long x 2 ft. Wide			\$75.00	\$85.50	\$104.00
20380600	6 ft. Long x 2 ft. Wide			\$91.25	\$103.75	\$126.50
20380800	8 ft. Long x 2 ft. Wide			\$98.00	\$111.75	\$136.00
UNSKIRTED COUNTERS - 42" HIGH						
20381400	4 ft. Long x 2 ft. Wide			\$114.00	\$129.75	\$158.00
20381600	6 ft. Long x 2 ft. Wide			\$124.00	\$141.25	\$172.00
20381800	8' ft. Long x 2 ft. Wide			\$152.75	\$174.00	\$212.00
CUSTOM BOOTH DRAPING						
		Circle Colour Choice:				
202303	3 Ft. High (per linear foot)	Black	Blue	\$10.50	\$11.75	\$14.25
202308	8 Ft. High (per linear foot)	Red	Silver	\$11.75	\$13.25	\$16.00
202500	Baseplate & 8'h Pole	White		\$29.00	\$33.25	\$40.25
20252000	Crossbar - 6' to 10'			\$22.00	\$25.25	\$30.50



GES Terms & Conditions

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- 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 Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- 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 and is calculated at an increase of 20% to the Standard Price listed above.

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

 Authorized Name (please print) Date

All funds listed in Canadian dollars.
 GST # 104060264

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Specialty Furniture

Seating



Fanback Stool



Ladder Back Stool



Low Back Stool



Backless Bar Stool



Leather Pump Stool



Leather Meeting Chair



Executive High Back
Leather Chair



Leather Sofa -
3 Seater



Leather Love Seat -
2 Seater



Leather Club Chair -
1 Seat



Park Bench

Tables



Chrome Coffee Table



Chrome End Table -
Square



Meeting Table -
42" diameter

Accessories



Literature Stand



Rolling TV Stand



Bar Fridge



Cocktail Charging Station
with Backlit Graphics

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



SPECIALTY FURNITURE ORDER FORM

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Exhibiting Company Name	Booth Number	
Name of Primary Contact	Phone	Email

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ITEM CODE	DESCRIPTION	ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
20375520	Fanback Stool	\$179.50	\$204.25	\$249.00		
20375530	Ladder Back Stool	\$179.50	\$204.25	\$249.00		
20375540	Low Back Stool	\$179.50	\$204.25	\$249.00		
20375550	Backless Bar Stool	\$112.50	\$128.00	\$156.00		
20375560	Leather Pump Stool	\$201.25	\$229.25	\$279.50		
20370950	Leather Meeting Chair	\$155.00	\$176.50	\$215.00		
20370960	Executive High Back Leather Chair	\$170.50	\$194.00	\$236.50		
20372600	Leather Sofa - 3 Seater	\$351.75	\$400.75	\$488.50		
20372650	Leather Loveseat - 2 Seater	\$292.00	\$332.75	\$405.50		
20372700	Leather Club Chair - 1 Seat	\$229.00	\$261.00	\$318.00		
20384130	Chrome Coffee Table	\$49.50	\$56.25	\$68.50		
20384130	Chrome End Table - Square	\$49.50	\$56.25	\$68.50		
DFOF-12	Meeting Table - 42" diameter	\$211.50	\$240.75	\$293.50		
DFBA-7	Literature Stand	\$139.50	\$158.75	\$193.50		
20360030	Television - 43"	\$314.75	\$358.50	\$437.00		
20362000	Rolling TV Stand	\$238.50	\$271.50	\$331.00		
DFBA-1	Bar Fridge	\$296.50	\$337.50	\$411.50		
60001000	Cocktail Charging Station with Backlit Graphics	\$539.50	\$614.25	\$749.00		



GES Terms & Conditions

- Colours, sizes and styles may vary slightly.
- 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 Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- 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 and is calculated at an increase of 20% to the Standard Price listed above.

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: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.



CARPET & UNDERPAD ORDER FORM

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Exhibiting Company Name	Booth Number
Name of Primary Contact	Phone
	Email

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ITEM CODE	DESCRIPTION	ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
BOOTH CARPET - STANDARD SIZE						
	<u>Circle Colour Choice:</u>					
201010	10' x 10' Carpet <div style="display: flex; justify-content: space-around;"> <div style="background-color: black; color: white; padding: 2px 5px;">Black</div> <div style="background-color: blue; color: white; padding: 2px 5px;">Blue</div> </div>	\$234.50	\$267.00	\$325.50		
201020	10' x 20' Carpet - Inline <div style="display: flex; justify-content: space-around;"> <div style="background-color: grey; color: white; padding: 2px 5px;">Grey</div> <div style="background-color: red; color: white; padding: 2px 5px;">Red</div> </div>	\$469.25	\$534.25	\$651.50		
201030	10' x 30' Carpet - Inline	\$702.00	\$799.50	\$975.00		
BOOTH CARPET - CUSTOM SIZE (per sq.ft., includes Protective Plastic Covering)						
20050100	<u>Booth Size:</u> _____ ft. x _____ ft. = _____ sq. ft. TOTAL <u>Circle Colour Choice:</u> <div style="display: flex; justify-content: space-around;"> <div style="background-color: black; color: white; padding: 2px 5px;">Black</div> <div style="background-color: blue; color: white; padding: 2px 5px;">Blue</div> <div style="background-color: grey; color: white; padding: 2px 5px;">Grey</div> <div style="background-color: red; color: white; padding: 2px 5px;">Red</div> </div>	\$2.50	\$2.75	\$3.27		
UNDERPAD (per square foot, installed)						
20000000	<u>Booth Size:</u> _____ (Single Layer) _____ ft. x _____ ft. = _____ sq. ft. TOTAL	\$1.75	\$2.00	\$2.20		
20000200	<u>Booth Size:</u> _____ (Double Layer) _____ ft. x _____ ft. = _____ sq. ft. TOTAL	\$3.25	\$3.75	\$4.39		
PROTECTIVE PLASTIC COVERING (per square foot, installed by GES, removed by exhibitor)						
20000100	<u>Booth Size:</u> _____ ft. x _____ ft. = _____ sq. ft. TOTAL	\$0.50	\$0.50	\$0.51		

PLEASE LET US KNOW:

Will you booth contain any undercarpet wiring (i.e. for electrical, telecommunications, etc.)? **YES** **NO**



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- 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.
- If a colour is not chosen, GES will choose a colour for you.
- Custom-Cut Carpet includes Protective Plastic Covering.
- Minimum order of 100 sq.ft. for Custom-Cut Carpet and Protective Plastic Covering.

- All ordered received after the Advance Price Deadline Date will be processed at the Standard rate.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain property of GES.
- 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 and is calculated at an increase of 20% to the Standard Price listed above.

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

Sub-Total for Items Above

All funds listed in Canadian dollars.
 GST # 104060264

Authorized Name (please print) _____ Date _____

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.



BOOTH CLEANING ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

6292 - 50 St. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Toll Free: 1.877.505.7767
edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

Edmonton Home & Garden Show
Edmonton EXPO Centre
March 23 - 26, 2023

Advance Price Deadline Date:
Thursday, March 09, 2023

Exhibiting Company Name		Booth Number
Name of Primary Contact	Phone	Email

 **Online Savings are Just a Click Away**
Order online before the advance price deadline for best pricing **EXPRESSO** 

PLEASE NOTE: Carpet will be installed clean, should exhibitor require additional cleaning after set-up, an intial cleaning fee will apply.

INITIAL CLEANING		DAILY CLEANING			ADDITIONAL SERVICES	
On the evening prior to show opening, let GES help your booth looks its best. The carpet will be vacuumed & any waste baskets will be emptied.		Daily vacuuming of booth carpet & emptying of waste baskets. Service is performed the night prior to show opening & at the end of each show day.			Completed upon request. For carpet in need of special attention due to food sampling, wood, metal shavings, grease or paint.	
ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
20401050	Initial Booth Cleaning - per Sq. Ft.	\$0.60	\$0.70	\$0.80		
20420000	Daily Booth Cleaning, 50 - 600 Sq. Ft.	\$0.80	\$0.90	\$1.08		
20420010	Daily Booth Cleaning, 601 - 1000 Sq. Ft.	\$0.70	\$0.75	\$0.91		
20425020	Daily Booth Cleaning, Over 1000 Sq. Ft.	\$0.60	\$0.70	\$0.80		



GES Terms & Conditions

- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- No cancellation after move-in begins.
- All orders governed by GES' Limits of Liability & Responsibility.
- 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 and is calculated at an increase of 20% to the Standard Price listed above.

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: No cancellation after move-in begins.



GRAPHICS & DESIGN ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

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Edmonton Home & Garden Show
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Advance Price Deadline Date:
Thursday, March 09, 2023

Exhibiting Company Name		Booth Number
Name of Primary Contact	Phone	Email

 **Online Savings are Just a Click Away**
Order online before the advance price deadline for best pricing **EXPRESSO** 

Engage Your Audience. Convey Your Message.

Did you know that the GES team can work with you to develop a full branding suite? From concept to completion, we'll work together to design a collection of graphics that promote your brand & set you apart. All printed materials are yours to keep and reuse time and time again making this a high-value investment.

- Fabric Backwalls
- Murals
- Branded Furnishings
- Floor Decals
- Illuminated Signs
- Wall Panels
- Custom-Shaped Signs
- Banners/Posters

Ready to get Noticed?

Connect with our innovative Graphics Design team at edmonton@ges.com or [1.877.505.7767](tel:1.877.505.7767)

ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
90002610	8"w x 11"h Vertical Sign with Easel Back	\$19.75	\$22.50	\$27.25		
90002610	47"w x 7'h Booth ID Sign	\$19.75	\$22.50	\$27.25		
90002610	22"w x 28"h Vertical Sign	\$19.75	\$22.50	\$27.25		
90002610	38"w x 84"h Vertical Sign with Stand	\$19.75	\$22.50	\$27.25		
90002610	Design Work / Hour	\$19.75	\$22.50	\$27.25		

Upload Your Design Files to:

<https://file.ges.com/> and enter edmonton@ges.com

in the "Recipient Email Address" field.

NOTE: Please include your company name, event name, booth number, and any other specifics regarding your design files, under the "Comments" section.



GES Terms & Conditions

- All signs must be picked up from the GES Service Desk.
- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- There are no refunds/exchanges on signs.
- **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. Charges will be based on dimensions, materials, printing & transportation costs.

TOTAL AND SIGN

Please Sign 

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

Authorized Signature

Sub-Total for Item Above 

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print) Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Exhibit Accessories & Product Display

Product Display



28" High Pedestal



36" High Pedestal



Multi-Level Pedestal



Storage Counter with Front Panel Graphic - 40"



Storage Counter - 40"



Storage Counter - 80"



Curved Counter



99A Showcase



99B Showcase



99C Showcase



99D Showcase

Exhibit Accessories



Waterfall with Hooks



Grid Panel



Garment Rail



Flat Shelf



Angled Shelf



Slatwall Panel

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



EXHIBIT ACCESSORIES & PRODUCT DISPLAY ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

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Edmonton Home & Garden Show
Edmonton EXPO Centre
March 23 - 26, 2023

Advance Price Deadline Date:
Thursday, March 09, 2023

Exhibiting Company Name		Booth Number
Name of Primary Contact	Phone	Email

 **Online Savings are Just a Click Away**
Order online before the advance price deadline for best pricing **EXPRESSO** 

ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
60010010	Pedestal - 20"l x 20"w x 28"h	\$123.50	\$140.75	\$171.50		
60010020	Pedestal - 20"l x 20"w x 36"h	\$137.25	\$156.25	\$190.50		
60010030	Pedestal - 40"l x 40"w (multi-level)	\$685.25	\$780.25	\$951.50		
60010560	Storage Counter with Front Panel Graphic - 40"l x 20"w x 40"h	\$286.25	\$326.00	\$397.50		
60010560	Storage Counter - 40"l x 20"w x 40"h	\$286.25	\$326.00	\$397.50		
60010623	Storage Counter - 80"l x 20"w x 40"h	\$408.00	\$464.75	\$566.50		
60010510	Curved Counter	\$279.75	\$318.75	\$388.50		
20300010	99A Showcase	\$279.75	\$318.75	\$388.50		
20300020	99B Showcase	\$285.00	\$324.50	\$395.50		
20300030	99C Showcase	\$412.75	\$470.00	\$573.00		
20300040	99D Showcase	\$583.25	\$664.25	\$810.00		
60080400	Waterfall with Eight Hooks	\$26.25	\$29.75	\$36.25		
60023990	Grid Panels	\$180.00	\$205.00	\$250.00		
20320110	Garment Rail	\$68.25	\$77.50	\$94.50		
60030420	Flat Shelf	\$60.25	\$68.50	\$83.50		
60030430	Angled Shelf	\$60.25	\$68.50	\$83.50		
60021	Slatwall Panels	\$165.25	\$188.25	\$229.50		
60010990	Ballot Bin	\$168.50	\$192.00	\$234.00		
60010990	Computer Counter	\$168.50	\$192.00	\$234.00		

Use the power of graphics to stand out amongst the crowd!
Add graphics to any of the pedestals, counters and showcases listed above.
Contact our Exhibitor Services team at edmonton@ges.com for details and pricing.

Items above are designed to fit GES Rental Exhibits only.

Please submit illustration of booth indicating locations for grid and/or slatwall panels to edmonton@ges.com

Grid Panels can not be installed in corners.



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 Price.

- Charges are for rental of equipment only. Items remain property of GES.
- 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 and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

Please Sign

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

Authorized Signature

Sub-Total for Items Above

Authorized Name (please print)

Date

All funds listed in Canadian dollars.
GST # 104060264

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.



All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

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Edmonton Home & Garden Show
Edmonton EXPO Centre
March 23 - 26, 2023



Exhibiting Company Name Booth Number
Name of Primary Contact Phone Email

STEP 1 - ORDER LABOUR
GES Labour is available during install & dismantle of the show and is classified in to three categories - straight time, over time, and double time.
Straight Time: Monday - Friday from 8:00am - 4:00pm
Over Time: Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm
Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

Table with 7 columns: ITEM CODE, DESCRIPTION, STANDARD PER HOUR, ON-SITE PER HOUR, # of WORKERS, # of HOURS, TOTAL. Rows include Straight Time, Over Time, and Double Time options.

STEP 2 - INDICATE THE SERVICE
Option A - GES Supervision: Choose GES Supervised Labour if you will not be present when the work is being completed.
Option B - Exhibitor Supervision: Choose Exhibitor Supervised Labour if you plan to be present when work is being completed.

Option A form: Includes checkboxes for supervision, date of arrival, and time of arrival.
Option B form: Includes checkboxes for exhibitor supervision, number of workers, and phone number.

Install table with columns: Dates, Start Time, End Time, # of Workers

Dismantle table with columns: Dates, Start Time, End Time, # of Workers

GES Terms & Conditions
- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth.
- GES reserves the right to change labourers and/or rates as shifts change.
- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- 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"

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.
Authorized Signature

Sub-Total for Items Above
Authorized Name (please print) Date
Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.



MATERIAL HANDLING ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

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edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

Edmonton Home & Garden Show
Edmonton EXPO Centre
March 23 - 26, 2023

Save Time! Order Online Today! EXPRESSO

Exhibiting Company Name		Booth Number
Name of Primary Contact	Phone	Email

ADVANCE SHIPMENT(S) TO WAREHOUSE Item Code: **10017000**

Shipment(s) must be received between: Friday, February 17, 2023 AND Friday, March 17, 2023

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

\$103.00 per 100lbs. (200lbs. Minimum charge- \$206.00)

Shipments arriving without a Certified Weight Ticket will be subject to Special Handling Rates

POST SHOW SHIPMENT(S) TO WAREHOUSE Item Code: **10017500**

Shipment(s) must be picked up by: Wednesday, March 29, 2023

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

\$90.00 per 100lbs. (200lbs. Minimum charge- \$180.00)

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

SMALL PACKAGES Item Codes: **10014000 10014100**

\$54.50 for first package

\$15.00 for each additional package (in the same shipment)

Combined weight of all packages must not exceed 50lbs. Shipments over 50lbs will be charged the applicable 200lbs minimum charge.

SPECIAL HANDLING (40% SURCHARGE PER SHIPMENT)

All shipments of loose, padded or uncrated materials. Special loading requirements, such as ground side door, constricted or stacked unloading.

All Advance Warehouse or Direct to Show Site shipments without a Certified Weight Ticket or with a proven inaccurate Certified Weight Ticket.

PLEASE COMPLETE THE FOLLOWING:

Name of Carrier: _____ Number of Pieces: _____

Date goods are scheduled to arrive on: _____ _____

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 booth.
- 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).**

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

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

X
Authorized Signature

Please Sign

Authorized Name (please print) _____ Date _____

Sub-Total for Items Above

All funds listed in Canadian dollars.
GST # 104060264

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.



TRANSPORTATION SERVICES ORDER FORM



Fax or Email Forms to: 1-888-629-9008 - GES@consultexpoinc.com - Tel:514-482-8886

Show / Event Name:		Show / Event Dates:	
Services Required (Please select one):			
Round Trip Shipping Services	Inbound Shipping Only	Outbound Shipping Only	

SHIPPER INFO (SHIPPING FROM)		
Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

DELIVERY INFO (GOING TO)		
Company Name:		Booth#
Venue Name:		
Address:		
City:	State/Prov:	Zip/Post:
On-site Contact Name:		Cell:
Email:		

RETURN SHIPPING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

INVOICING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)			
Charge to:	VISA	MASTERCARD	AMEX
Cardholder Name:	Title:		
Credit Card Number:	CVV:	Expiry Date:	
<small>I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).</small>			
Cardholder Signature:	Date:		

SHIPMENT INFORMATION	
Carrier Name (If not using GES):	Carrier Contact Name:
Carrier Contact Tel:	Carrier Contact Email:
Pick-up Date:	Hours of Operation:
Delivery Date:	Delivery Time:

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches) X Width (Inches) X Height (Inches)	@ Weight (LBS) Each	Per Piece (LBS)	Total (LBS)
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
Total Pieces				Total Weight	

Requested Service Level:	Air Freight	2nd Day Expedited	Ground / Truck
Additional Services Required:	Lift Gate	Inside Pick Up / Delivery	Special Service (Please Specify)

Terms and conditions:
All orders are governed by GES Canada Ltd. Payment Policy and limits of Liability & Responsibility as specified in this event's Exhibitor kit. Please see the exhibitor services manual for more information. ConsultExpo Event Services Inc. is acting agent for GES Canada Ltd.

CLIENT SIGNATURE I have read and agree to the terms of this contract.	
Signature:	
Name:	
Title:	
Date:	

ACCEPTED BY GES / CONSULTTEXPO	
Signature:	
Name:	
Title:	
Date:	

Use these Shipping Labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES
6292 - 50 St. NW
Edmonton, Alberta T6B 2N7

Shipments Should Arrive:

Friday, February 17, 2023 - Friday, March 17, 2023

09:00 - 16:00

(The GES Advance Warehouse is closed on Weekend & Holidays)

Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.

(Name of Carrier)



_____ of _____
Number Pieces

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES
6292 - 50 St. NW
Edmonton, Alberta T6B 2N7

Shipments Should Arrive:

Friday, February 17, 2023 - Friday, March 17, 2023

09:00 - 16:00

(The GES Advance Warehouse is closed on Weekend & Holidays)

Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.

(Name of Carrier)



_____ of _____
Number Pieces

Use these Shipping Labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

D

RUSH!

EXHIBITION FREIGHT

FROM:

D

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES
7300 - 116 Ave. NW
Edmonton, Alberta T5B 0H8

Shipments Should Arrive:

Tuesday, March 21, 2023 - Wednesday, March 22, 2023

Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.

(Name of Carrier)



Number

of

Pieces

DIRECT SHIPMENT

TO:

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES
7300 - 116 Ave. NW
Edmonton, Alberta T5B 0H8

Shipments Should Arrive:

Tuesday, March 21, 2023 - Wednesday, March 22, 2023

Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.

(Name of Carrier)



Number

of

Pieces



1. GES Canada Limited 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 impractical 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 mislabeled 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.

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.

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

GES 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 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 Exhibitor Safety 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 Safety Guidelines:

- 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 personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES 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.
- Notify a GES representative of any safety issues or concerns.