



**HRPA 2019**

January 30 - February 1, 2019

Metro Toronto Convention Centre - South Building, Hall E

**GES** is pleased to have been selected as the official service partner by the Show Organizer to design and produce your show. Our goal is to ensure that your show participation is a success.

**GES** is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this “exhibitor kit” carefully as it contains information on **Discount Pricing dates** and **order forms** for each of the many services being provided by **GES**.

For your convenience, **GES** is proud to offer the following services:

- ✓ **EXPRESSO Online Ordering**
- ✓ **Rental Exhibits**
- ✓ **Graphics & Design**
- ✓ **Furnishings**
- ✓ **Carpet & Underpad**
- ✓ **Specialty Furnishings**
- ✓ **Accessories & Product Display**
- ✓ **Plants & Flowers**
- ✓ **Labour Services for Install & Dismantle**
- ✓ **In-Booth Forklift Service**
- ✓ **GES Logistics Services**
- ✓ **GES Customs Services**

**SAVE up to 25%** by ordering on or before the **Discount Date** of **January 3, 2019** as indicated on the enclosed order forms. GES accepts Visa, MasterCard, American Express, WireTransfers/EFTs, Cheques and Cash as methods of payment. All exhibitors are responsible for payment of H.S.T when exhibiting in Ontario.

If you require assistance or additional information, please contact our **Exhibitor Services Department** at **905.283.0500** or **[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)**.



## Show Information

HRPA 2019

Metro Toronto Convention Centre, South Building, Hall E

January 30 - February 1, 2019

### Venue Shipping Address

**Metro Toronto Convention Centre**  
South Building  
222 Bremner Blvd.  
Toronto, Ontario, Canada  
M5V 3L9

### Advance Warehouse Shipping Address

**c/o: GES / HRP**  
Company Name & Booth #  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

\* See shipping label in the exhibitor manual. Note receiving dates below.

\* See shipping label in the exhibitor manual. Note receiving dates below.

### Official Services Contractor

Global Experience Specialists, Inc. (GES)  
5675 McLaughlin Road  
Mississauga, Ontario, Canada  
L5R 3K5

Phone 905.283.0500  
Fax 905.283.0501  
Web Site [www.ges.com/ca](http://www.ges.com/ca)  
E-Mail [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

### Show Information

Booth Size 10' X 10'  
Backwall Drape 8ft Silver  
Sidewall Drape 3ft Purple  
Aisle Carpet Colour Pepper

### Important Dates - Prior to Show

Discount Price Deadline Date Thursday, January 3, 2019

Advance Shipments may begin arriving at the Warehouse Thursday, December 27, 2018 Receiving hours are Monday - Friday, 9:00am - 4:00pm  
Last day for Advance Shipments to arrive at the Warehouse Tuesday, January 22, 2019 Receiving hours are Monday - Friday, 9:00am - 4:00pm

Direct Shipments may arrive at Exhibit Site Tuesday, January 29, 2019 12Noon  
Last day for Direct Shipments to arrive at Exhibit Site Tuesday, January 29, 2019 6PM

### Important Dates - At the Show

Move In Tuesday January 29, 2019 12Noon - 6PM

Show Hours Wednesday, January 30, 2019 10AM - 4:30PM  
Thursday, January 31, 2019 9:30AM - 4:30PM  
Friday, February 1, 2019 9:30AM - 12Noon

Move Out Friday, February 1, 2019 12Noon - 6PM

### GES On-Site Service Centre

GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.  
The Service Desk will be open during the following times:

Tuesday, January 29, 2019 12Noon - 6PM  
Wednesday, January 30, 2019 7:30AM - 11:30AM



# CREDIT CARD AUTHORIZATION

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **HRPA 2019**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_

Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**IMPORTANT - READ CAREFULLY**

This "Credit Card Authorization" form MUST be completed in full & returned to GES along with your order forms.

Orders for GES products and/or services will **NOT** be accepted without the receipt of a completed "Credit Card Authorization" form.

## PLEASE COMPLETE THE FOLLOWING

MASTERCARD     VISA     AMERICAN EXPRESS

### CARD #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### EXPIRY:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder's Name (Print): \_\_\_\_\_

Cardholders's Signature: \_\_\_\_\_

Cardholder's Billing Address:  Same as above? If not, please complete below.

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_

Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*This authorization allows GES Canada to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF).*

To ensure we have received your complete order, please check off those forms which you are sending to us.

- Third Party Billing
- Furnishings
- Carpet & Underpadding
- Specialty Furnishings
- GEM Exhibits & Accessories
- Signs & Graphics
- Plants & Floral
- Installation & Dismantling Labour
- In-Booth Forklift
- Material Handling
- GES Logistics / Shipping
- GES Customs

**\*\*NOTE\*\***  
Not all forms/services are available for all events.

**CHEQUES ARE TO BE MADE PAYABLE TO GES CANADA.**  
**Cheques will not be accepted without this "Credit Card Authorization".**

**ORDERS WILL NOT BE PROCESSED WITHOUT THE RECEIPT OF A COMPLETED "CREDIT CARD AUTHORIZATION"**



# THIRD PARTY BILLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **HRPA 2019**

## EXHIBITOR INFORMATION

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

## Exhibiting Company

\_\_\_\_\_  
Name of Exhibiting Company

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

### CREDIT CARD AUTHORIZATION

MASTERCARD  VISA  AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

CORPORATE  PERSONAL

CARD #

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

## Third Party / EAC

\_\_\_\_\_  
Name of Third Party / EAC

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

### CREDIT CARD AUTHORIZATION

MASTERCARD  VISA  AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

CORPORATE  PERSONAL

CARD #

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

**ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:**



## PAYMENT POLICY INFORMATION SHEET

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

### **DISCOUNT PRICING:**

To qualify for **Discount Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Deadline Date, orders will be charged the **Standard Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Standard Price**.

### **METHOD OF PAYMENT:**

GES accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

**Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

### **BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:**

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

**NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.** Please ensure the transfer is made a minimum of 10 days prior to the show.

### **PAYMENT SCHEDULE:**

Payment for all services must be pre-paid in full. **GES** will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **CREDIT CARD AUTHORIZATION FORM**

### **THIRD PARTY BILLING:**

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party to manage your exhibit and order services on your behalf. **GES** will agree to this arrangement provided that the EAC/Third Party makes satisfactory payment arrangements with us. In the event the authorized EAC/Third Party 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 REQUEST FORM**.

### **ADJUSTMENTS AND CANCELLATIONS:**

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

**ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.**



**ELECTRONIC FUNDS/WIRE TRANSFER FORM**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable  
GES Canada Limited  
Email: ar@ges.com Fax: 905-283-0501

Your Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Event Name: \_\_\_\_\_ HRP A 2019

**GES BANK INFORMATION**

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

**Beneficiary's Name:** GES Canada Limited  
**Bank Name:** Bank of Montreal  
**Address:** 350 - 7th Avenue SW  
Calgary, AB  
T2P 3N9

IF YOU ARE SENDING  
CANADIAN DOLLARS (\$CDN)



**EFT/Direct Deposit**

Institution code #: 001  
Transit #: 00109  
Account #: 1967-990

IF YOU ARE SENDING  
AMERICAN DOLLARS (\$US)



Institution code #: 001  
Transit #: 00109  
Account #: 4773-410

**Wire Transfers**

Account #: 1967-990  
Beneficiary's Bank: //CC000100109  
Swift Code: BOFMCAM2

Account #: 4773-410  
Beneficiary's Bank: //CC000100109  
Intermediary bank: Wells Fargo Bank (FKA Wachovia)  
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

**Invoice Amount:** \_\_\_\_\_

**Date of Transfer:** \_\_\_\_\_

**\*Minimum Bank Charge:** \$20.00 (North American) \$40.00 (International)

**Total:** \_\_\_\_\_

**Please Note:** Please ensure transfer is made by the deadline date on your Order Form or Quotation. Additional charges will be incurred for late payments, and services may be delayed. \*Minimum Bank Charges as shown above, reflect GES's bank charges only. Any additional wire transfer and EFT fees are the exhibitor's responsibility.



**NOTICE OF INTENT TO HIRE AN EAC**  
**HRPA 2019**  
**January 30 - February 1, 2019**

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an EAC please submit this form along with a valid Certificate of Insurance to **GES** by 30 days prior to show start. The Notice of Intent to use an EAC must be completed for every third party (as well as any other third party ordering or requesting services from **GES** on behalf of Exhibitor) at the above Show.

Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **GES** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

Yes - We will employ the services of (name of EAC): \_\_\_\_\_

Certificate of Insurance Attached

Certificate of Insurance to Follow

Full Name of EAC: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City, Province/State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

EAC "Show Site" Representative: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

Return this form to:

GES c/o **HRPA 2019**

Exhibitor Services Department

5675 McLaughlin Road, Toronto, Ontario L5R 3K5

Ph: (905) 283-0500 Fax (905) 283-0501

torontoexhibitorservices@ges.com

www.ges.com/ca

**GES** shall have no liability to any party for damage or injuries caused by exhibitor or its 3rd party agents. It is the exhibitor's responsibility to provide its exhibitor appointed contractors with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Service Manual. Exhibitor agrees to indemnify and defend **GES** for the actions of its agents and exhibitor appointed contractors. The exhibitor is responsible for any losses, damages or injuries that are caused by or attributed to exhibitor appointed contractors that are not covered or provided by exhibitor appointed contractor's insurance.



# Customized Rental Exhibits

Our Creative Exhibit Team will design a cost-effective, turnkey exhibit that will:

- Exceed your expectations
- Highlight your corporate brand
- Attract positive attention
- Stay within your budget

Your successful Tradeshow is just a phone call or click away...

Custom Exhibits 1.877.437.4247 (Toll-Free)  
[customexhibits@ges.com](mailto:customexhibits@ges.com)







# GES SHOW SPECIALS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

<b>SHOW:</b>	<b>HRPA 2019</b>
<b>EXHIBITOR INFORMATION</b>	
<b>BOOTH #:</b>	_____
<b>COMPANY NAME:</b>	_____
<b>CONTACT NAME:</b>	_____
<b>PHONE:</b>	_____

<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>January 3, 2019</b>
<b>CREDIT CARD AUTHORIZATION</b>	
<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>	

**GES SHOW SPECIAL INCLUDES:**  
 • Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



(No substitutions please. If you require additional furniture, please refer to the GES order forms enclosed in the manual).

QTY	Item #	Description	Discount Price	Standard Price	Total Price
	<b>SS001</b>	Package A - 10' x 10'	<b>\$1,095.00</b>	\$1,460.00	
	<b>SS002</b>	Package B - 10' x 20'	<b>\$1,643.00</b>	\$2,191.00	

**PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:**

Infill Panel Colour:  Black  Grey  White     
 Carpet Colour:  Black  Grey

*(All panel & carpet colours subject to availability.)*

Package A Identification Sign to Read: \_\_\_\_\_

Package B Identification Sign to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Custom Header to be added  Custom Header Signs/Logos will be charged \$100.00 extra per sign

You can upload your file(s) to: <https://file.ges.com/>

Enter [tupload@ges.com](mailto:tupload@ges.com) in the "Recipient Email Address" field.

**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

**Terms & Conditions**

- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# 10' x 10' Exhibit Rentals

## STANDARD



Model 1

## ENHANCED



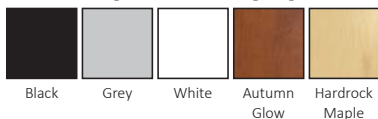
Model 2



Model 3



### Choice of coloured infill panels



### Choice of carpet colour

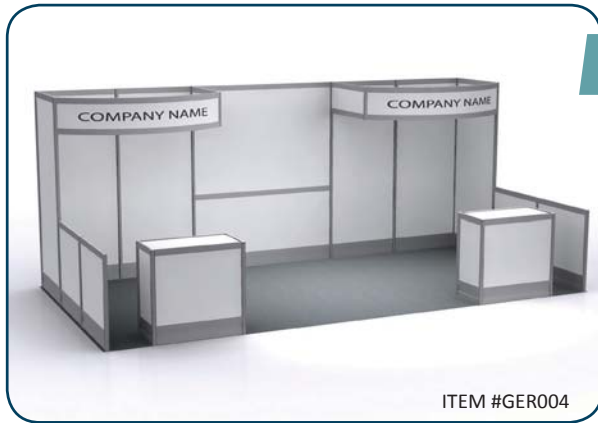


To upgrade with graphics, contact our Exhibitor Services team:

1.877.437.4247 (Toll-Free)  
torontoexhibitorservices@ges.com

## 10' x 20' Exhibit Rentals

### STANDARD



ITEM #GER004

### Model 4

### ENHANCED



ITEM #GER005

### Model 5

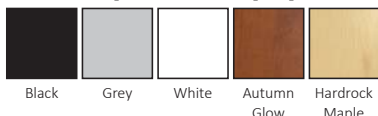


ITEM #GER006

### Model 6



#### Choice of coloured infill panels



#### Choice of carpet colour



To upgrade with graphics, contact our Exhibitor Services team:

1.877.437.4247 (Toll-Free)  
torontoexhibitorservices@ges.com



# RENTAL EXHIBITS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
 torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2019</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

Model	Discount Price	Standard Price
Model #1	<b>\$2,122.00</b>	\$2,829.00
Model #2	<b>\$2,405.00</b>	\$3,207.00
Model #3	<b>\$2,589.00</b>	\$3,452.00
Model #4	<b>\$3,377.00</b>	\$4,503.00
Model #5	<b>\$3,689.00</b>	\$4,919.00
Model #6	<b>\$3,656.00</b>	\$4,874.00

WOW YOUR AUDIENCE

GES Rental Exhibits can be customized to meet your branding & display goals.

Design a unique space.  
Add colour & increase visibility.  
Boldly market your products & services.

Contact our *Exhibitor Services Department* today to add custom graphics to your Rental Exhibit. **GO AHEAD, GET NOTICED.**

905.283.0500  
 torontoexhibitorservices@ges.com

**Rental Exhibits Include: Installation & Dismantling, Solid-Coloured Infill Panels, Carpet, Booth ID Sign (black font on white background)**  
**Rental Exhibits do NOT include: Cleaning, Light Fixtures or Electrical Outlets**

PLEASE INDICATE YOUR CHOICE OF INFILL PANEL & CARPET COLOUR BELOW: (All panel & carpet colours subject to availability)

**Infill Panel Colour:**  Black  Grey  White  Autumn Glow  Hardrock Maple **Carpet Colour:**  Black  Blue  Grey  Red

Models 1, 2, 5: Booth ID Sign to Read: \_\_\_\_\_

Model 4: Booth ID Signs to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Indicate Date & Time for Arrival: \_\_\_\_\_

You can upload your file(s) to: <https://file.ges.com/>  
 Enter **toupload@ges.com** in the "Recipient Email Address" field.  
**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

**Terms & Conditions**

- Payment may be made by cheque up to two weeks prior to the 1<sup>ST</sup> day of move in.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

<b>MODEL #</b>	
<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	

HST #104060264RT0001

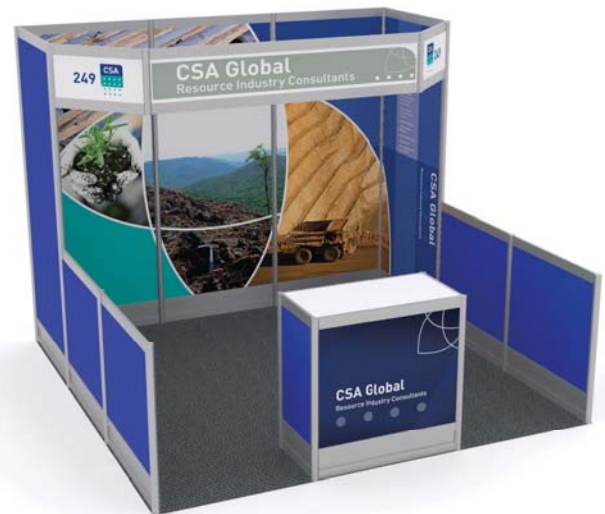
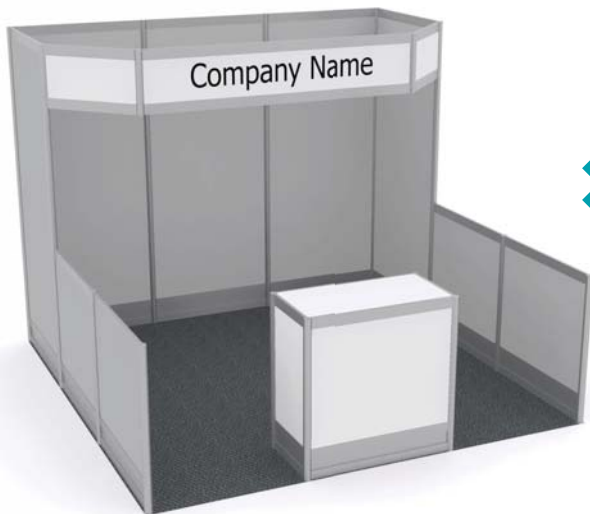
**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
Signature Date



# Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact our Exhibitor Services team:  
905.283.0500 or email: [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)



# GRAPHICS AND DESIGN

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2019</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.
COMPANY NAME: _____	Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.
CONTACT NAME: _____	
PHONE: _____	

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

## STANDARD SIGN PRICE LIST

QTY	Item #	Description	Discount Price	Standard Price	Total
	<b>SIG027</b>	8"W x 11"H vertical sign with easel	<b>\$15.00</b>	\$20.00	
	<b>S488</b>	48"W x 8"H booth ID sign	<b>\$87.75</b>	\$117.00	
	<b>S2228</b>	22"W x 28"H vertical sign	<b>\$118.50</b>	\$158.00	
	<b>S2844</b>	28"W x 44"H vertical sign	<b>\$152.50</b>	\$203.50	
	<b>S3896</b>	38"W x 96"H vertical sign with stand	<b>\$545.50</b>	\$727.50	

*\* All prices include delivery to show site.*

### CUSTOM GRAPHICS

### PLEASE UPLOAD ARTWORK HERE

#### We offer complete graphics services from Design to Print!

We can create custom graphics almost any size to fit any of your needs, including:

- Pressure sensitive vinyl (PSV) Booth wraps (the same as vehicle wraps)
- Vinyl or mesh banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut graphics for eye-catching effect
- Printing on specialized / unique material
- Double Sided applications
- Carpet / Floor Decals

You can upload your file(s) to: <https://file.ges.com/>

Enter **touplod@ges.com** in the "Recipient Email Address" field.

**IMPORTANT NOTE:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments".

#### SIGN INFO

\*If you do not have a print file to submit, but need copy to be set / basic layout, please write the text and description for your sign order below or attach separate page.

For more information or quote, please email us at: [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

**ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK.**

#### Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard Price.
- There are no refunds/exchanges on signs.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# FURNISHINGS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <span style="float: right;"><b>HRPA 2019</b></span>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="padding: 5px; text-align: center;"><b>January 3, 2019</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>January 3, 2019</b>
<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>January 3, 2019</b>		
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>		
BOOTH #: _____ COMPANY NAME: _____ CONTACT NAME: _____ PHONE: _____	<p style="text-align: center;">A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p style="text-align: center;">Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>		

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	Total
	300050	Plastic Contour Chair	\$59.25	\$79.00	
	FGFSC	Grey Fabric Side Chair	\$102.50	\$136.50	
	FGFAC	Grey Fabric Arm Chair	\$113.50	\$151.50	
	FGFCS	Grey Fabric Counter Stool	\$126.50	\$168.50	
	FGFLC	Grey Lounge Chair	\$104.50	\$139.50	
	FSC	Steno Chair	\$108.00	\$144.00	
	FPEDT	Starbase Table - 30" Round x 30" High	\$113.00	\$150.50	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$86.25	\$115.00	
	FCT	Coat Tree	\$39.50	\$52.50	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$99.00	\$132.00	
	FESL	Easel	\$51.25	\$68.25	
	FSBD	Gold Ballot Drum	\$116.50	\$155.00	
	GPLP	Plexi Pocket (wall mountable only)	\$45.50	\$60.75	
	FCSU	White Counter Storage Unit 41" H	\$283.50	\$378.00	
	FBH	Bag Holder 41"H	\$78.75	\$105.00	
	FCS	1 Pair of Stanchions	\$170.50	\$227.50	
	FWB	Plastic Wastebasket	\$21.00	\$28.00	

**Terms & Conditions**

- All orders received after the Discount Price 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. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# FURNISHINGS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2019</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	ITEM #	DESCRIPTION	Discount Price	Standard Price	Total
		<b>SKIRTED TABLE 30" HIGH</b> <i>Colour Selection:</i> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE			
	DT4	4 Ft. Long x 2 Ft. Wide	<b>\$106.50</b>	\$142.00	
	DT6	6 Ft. Long x 2 Ft. Wide	<b>\$126.00</b>	\$168.00	
	DT8	8 Ft. Long x 2 Ft. Wide	<b>\$159.00</b>	\$212.00	
	DTS4S	Skirted Fourth Side Additional Charge	<b>\$47.75</b>	\$63.75	
		<b>SKIRTED COUNTER 42" HIGH</b> <i>Colour Selection:</i> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE			
	RD4	4 Ft. Long x 2 Ft. Wide	<b>\$159.00</b>	\$212.00	
	RD6	6 Ft. Long x 2 Ft. Wide	<b>\$180.00</b>	\$240.00	
	RD4S	Skirted Fourth Side Additional Charge	<b>\$49.25</b>	\$65.75	
		<b>NON SKIRTED TABLES 30" HIGH</b>			
	UD4	4 Ft. Long x 2 Ft. Wide	<b>\$78.00</b>	\$104.00	
	UD6	6 Ft. Long x 2 Ft. Wide	<b>\$101.50</b>	\$135.00	
	UD8	8 Ft. Long x 2 Ft. Wide	<b>\$117.00</b>	\$156.00	
		<b>NON SKIRTED TABLES 42" HIGH</b>			
	RUD4	4 Ft. Long x 2 Ft. Wide	<b>\$127.00</b>	\$169.00	
	RUD6	6 Ft. Long x 2 Ft. Wide	<b>\$165.00</b>	\$220.00	
		<b>CUSTOM BOOTH DRAPING</b> <i>Colour Selection:</i> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE			
	D3	3 Ft. High (Per Linear Ft.)	<b>\$14.75</b>	\$19.50	
	D8	8 Ft. High (Per Linear Ft.)	<b>\$20.25</b>	\$27.00	

**Terms & Conditions**

- All orders received after the Discount Price 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. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





# CARPET AND UNDERPAD

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2019</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

## BOOTH CARPET - STANDARD SIZE

*Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.*

QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	<b>\$260.00</b>	\$346.50	
	C1020	10 Ft. X 20 Ft. Double Booth	<b>\$442.00</b>	\$589.00	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

## BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)

*If your booth requires a size not listed above, please complete this section.*

Item #	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	<b>\$3.25/Sq. Ft</b>	\$4.35/Sq. Ft.	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				

## UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)

Item #	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	<b>\$1.55/Sq. Ft.</b>	\$2.05/Sq. Ft.	
--------	--	-----------------------	----------------	--

## PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)

Item #	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	<b>\$0.75/Sq. Ft.</b>	\$1.00/Sq. Ft.	
--------	--	-----------------------	----------------	--

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

YES NO

### Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds/exchanges on carpets once delivered.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- If a colour is not chosen, GES will choose a colour for you. *Carpet colour subject to availability.*

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

I have read and understand the Terms & Conditions of my Agreement with GES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# SPECIALTY FURNITURE

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2019</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	Item #	Description	Discount Price	Standard Price	Total
	SBCS	Black Ladder Stool (Cloth Seat)	\$180.00	\$240.00	
	SEWS	Equino White Stool	\$217.00	\$289.00	
	SLSW	White Leather Stool	\$217.00	\$289.00	
	SLSR	Red Leather Stool	\$217.00	\$289.00	
	SBLS	Black Leather Stool	\$217.00	\$289.00	
	SWBCSG	Chrome Wireback Stool	\$225.00	\$300.00	
	SRMCW	White Round Meeting Chairs	\$142.00	\$189.50	
	SRMCR	Red Round Meeting Chairs	\$142.00	\$189.50	
	SRMCBLK	Black Round Meeting Chairs	\$142.00	\$189.50	
	SCLCW	White Corbusier Leather Chair	\$405.00	\$540.00	
	SCLCR	Red Corbusier Leather Chair	\$405.00	\$540.00	
	SCLCBK	Black Corbusier Leather Chair	\$405.00	\$540.00	
	SCLLW	White Corbusier Leather Loveseat	\$477.00	\$636.00	
	SCLLR	Red Corbusier Leather Loveseat	\$477.00	\$636.00	
	SCLLBK	Black Corbusier Leather Loveseat	\$477.00	\$636.00	
	SWSC	White Sculpted Leather Chair	\$311.50	\$415.50	
	SSLCR	Red Sculpted Leather Chair	\$311.50	\$415.50	
	SSLCB	Black Sculpted Leather Chair	\$311.50	\$415.50	
	SWSLS	White Sculpted Leather Loveseat	\$423.50	\$564.50	
	SLLLR	Red Sculpted Leather Loveseat	\$423.50	\$564.50	
	SLLLB	Black Sculpted Leather Loveseat	\$423.50	\$564.50	

NOTE: 3 Seater Sofa Available Upon Request. On-site orders are subject to availability.

**Terms & Conditions**

- Colours, sizes and styles may vary slightly.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# SPECIALTY FURNITURE

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2019</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
<b>BOOTH #:</b> _____ <b>COMPANY NAME:</b> _____ <b>CONTACT NAME:</b> _____ <b>PHONE:</b> _____	<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	Item #	Description	Discount Price	Standard Price	Total
	<b>SBLMC</b>	Black Leather Ripple Sled Base Meeting Chair	<b>\$160.50</b>	\$214.00	
	<b>SMCW</b>	White Meeting Chair	<b>\$157.00</b>	\$209.00	
	<b>SLRBTCW</b>	White Leather Round Tub Chairs	<b>\$305.50</b>	\$407.00	
	<b>SLRBTCBK</b>	Black Leather Round Tub Chairs	<b>\$305.50</b>	\$407.00	
	<b>SSWCT</b>	Chrome/White Cocktail Table (24" Square Top, 42" High)	<b>\$203.00</b>	\$270.50	
	<b>SRCT</b>	Round Cocktail Table (Black 30" Diameter Top, 42" High)	<b>\$222.50</b>	\$296.50	
	<b>SSBCT</b>	Square Cocktail Table (Black 30" Top, 42" High)	<b>\$222.50</b>	\$296.50	
	<b>SBMT</b>	42" Black Meeting Table (Round)	<b>\$195.50</b>	\$260.50	
	<b>SCMT72W</b>	72" Chrome & White Meeting Table	<b>\$314.50</b>	\$419.50	
	<b>SCTW</b>	24" X 48" Coffee Table White Top	<b>\$213.50</b>	\$284.50	
	<b>SCTB</b>	24" X 48" Coffee Table Black Top	<b>\$213.50</b>	\$284.50	
	<b>SWRET24</b>	24" Round End Table White Top	<b>\$170.00</b>	\$226.50	
	<b>SBRET24</b>	24" Round End Table Black Top	<b>\$170.00</b>	\$226.50	
	<b>SWRCT32</b>	Round Coffee Table White Top 32"	<b>\$191.50</b>	\$255.50	
	<b>SBRCT32</b>	Round Coffee Table Black Top 32"	<b>\$191.50</b>	\$255.50	
	<b>SWRCT39</b>	Round Coffee Table White Top 39"	<b>\$191.50</b>	\$255.50	
	<b>SBRCT39</b>	Round Coffee Table Black Top 39"	<b>\$191.50</b>	\$255.50	
	<b>SBF</b>	Bar Fridge	<b>\$268.50</b>	\$358.00	
	<b>SLS</b>	Literature Stand	<b>\$194.50</b>	\$259.50	
	<b>STP</b>	18" Throw Pillows <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	<b>\$33.25</b>	\$44.25	

**Terms & Conditions**

- Colours, sizes and styles may vary slightly.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #104060264RT0001

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# GES EXHIBIT ACCESSORIES

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW:	<b>HRPA 2019</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>January 3, 2019</b>
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
BOOTH #:	_____	A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.	
COMPANY NAME:	_____	Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.	
CONTACT NAME:	_____		
PHONE:	_____		

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	PED001	Pedestal (White) 20"L x 20"W x 28"H	\$166.00	\$221.50	
	PED002	Pedestal (White) 20"L x 20"W x 36"H	\$173.50	\$231.50	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$638.50	\$851.50	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$528.00	\$704.00	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$419.50	\$559.00	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$419.50	\$559.00	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$419.50	\$559.00	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$634.00	\$845.50	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$634.00	\$845.50	

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$52.00	\$69.25	
	GGP	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$173.50	\$231.50	
	GGR	Garment Rail 39"W	\$62.00	\$82.50	
	GFS	Shelves - Flat 37"L X 12"W	\$53.00	\$70.50	
	GAS	Shelves - Angled 37"L X 12"W	\$53.00	\$70.50	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$147.00	\$196.00	

*Designed to fit GES Hardwall booths only.  
Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall.  
Grid Panels Cannot Be Installed In Corners.*

**Terms & Conditions**

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Discount Price Date will be processed at the Standard Price.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# PLANTS & FLORAL

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

<b>SHOW:</b>	<b>HRPA 2019</b>
<b>EXHIBITOR INFORMATION</b>	
<b>BOOTH #:</b>	_____
<b>COMPANY NAME:</b>	_____
<b>CONTACT NAME:</b>	_____
<b>PHONE:</b>	_____

<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>January 3, 2019</b>
<b>CREDIT CARD AUTHORIZATION</b>	
<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>	

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

FLOOR AND TABLE PLANTS					
QTY	Item #	Description	Discount Price	Standard Price	Total
	PFP25	2 ft. to 5 ft. Tall	<b>\$99.75</b>	\$133.00	
	PFP68	6 ft. to 8 ft. Tall	<b>\$194.50</b>	\$259.50	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	<b>\$292.00</b>	\$389.50	
	PBF	Boston Fern	<b>\$73.25</b>	\$97.50	
	PTP	Table Plant - 10"	<b>\$73.25</b>	\$97.50	
	PMUM	Mums	<b>\$43.75</b>	\$58.25	
FLOWER ARRANGEMENTS					
	PFAS	Standard Fresh Flower Arrangement	<b>\$144.00</b>	\$192.00	
	PFAP	Premium Fresh Flower Arrangement	<b>\$265.50</b>	\$354.00	
	PFAE	Exotic Arrangement	<b>\$183.00</b>	\$244.00	

**PLEASE NOTE:** Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

---



---

**Terms & Conditions**

- Orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**LABOUR  
INSTALLATION AND DISMANTLING**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

**EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR**

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.  
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

**LABOUR INSTALLATION AND DISMANTLING**

Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	<b>\$125.00</b>
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$188.50</b>
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$244.50</b>

<b>INSTALLATION</b>	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <b>MUST</b> be Present to Supervise) (Exhibitor does <b>NOT</b> have to be present)</small>
<b>DATE/TIME LABOUR REQUIRED:</b> _____	AM PM <small>Day / Date/ Month / Year</small>
<b>NUMBER OF PEOPLE REQUIRED</b> _____	<b>X HOURS PER PERSON</b> _____ = <b>TOTAL EST. HRS.</b> _____
<b>DISMANTLING</b>	Carrier: _____
	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <b>MUST</b> be Present to Supervise) (Exhibitor does <b>NOT</b> have to be present)</small>
<b>DATE/TIME LABOUR REQUIRED:</b> _____	AM PM <small>Day / Date/ Month / Year</small>
<b>NUMBER OF PEOPLE REQUIRED</b> _____	<b>X HOURS PER PERSON</b> _____ = <b>TOTAL EST. HRS.</b> _____

**Terms & Conditions**

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

<b>EST. SUBTOTAL</b>	
<b>13% HST</b>	
<b>EST. TOTAL</b>	
	HST #104060264RT0001

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**IN BOOTH FORKLIFT  
INSTALLATION AND DISMANTLING**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>HRPA 2019</b>	
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<p>A "Credit Card Authorization" form <b>MUST</b> accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor materials within your booth space. **Minimum charge of 1 hour per order.** (Includes installation and dismantling).

**THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT**

IN BOOTH INSTALLATION AND DISMANTLING				
Item #	Item #	DESCRIPTION	PER HOUR	
IBIRFL	IBORFL	Straight Time Monday-Friday 8:00am - 4:00pm	<b>\$272.00</b>	
IBIOTFL	IBOOTFL	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$326.50</b>	
IBIDTFL	IBODTFL	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$386.00</b>	

**A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)**

<b>PLEASE COMPLETE THE FOLLOWING:</b>								
SUPERVISOR NAME: _____ (EXHIBITOR <u>MUST</u> BE PRESENT TO SUPERVISE)								
INSTALLATION TIME REQUIRED: _____								
	Day	Date	Month	# of Hours	# of Forklifts			
DISMANTLING TIME REQUIRED: _____								
	Day	Date	Month	# of Hours	# of Forklifts			
<b><u>INSTALLATION</u></b>	Start: _____	AM	PM	Finish: _____	AM	PM	Est. Total Hours	_____
<b><u>DISMANTLING</u></b>	Start: _____	AM	PM	Finish: _____	AM	PM	Est. Total Hours	_____
<b>SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.</b>								

**Terms & Conditions**

- Exhibitor must check forklift/driver in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- GES Limits of Liability apply.

<b>EST. SUBTOTAL</b>	_____
<b>13% HST</b>	_____
<b>EST. TOTAL</b>	_____
HST #104060264RT0001	

**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# ADVANCE WAREHOUSE SHIPPING LABEL

**HRPA 2019**

**EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE**

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:** GES / HRPA 2019  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED:**

Thursday, December 27, 2018 - Tuesday, January 22, 2019  
9:00am - 4:00pm



# DIRECT TO SHOW SITE SHIPPING LABEL

**HRPA 2019**

**EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE**

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:**     **GES / HRPA 2019**  
          **Metro Toronto Convention Centre - South Building, Hall E**  
          **222 Bremner Blvd.**  
          **Toronto, Ontario, Canada**  
          **M5V 3L9**

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:**

**Tuesday, January 29, 2019   12:00pm - 6:00pm**



# Logistics



## GES Logistic Services

*GES is proud to offer our clients a one source solution for Customs and Transportation services*

### Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- International Air Shipping
- 3 - 5 Day Deferred
- Common Carrier

### 24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

### On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

### Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

### Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

### Simplified Ordering

To learn more, connect with the GES Logistics team at:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Email: [torontocl@ges.com](mailto:torontocl@ges.com)
- Phone: 905.283.0500 or Toll-Free 1.877.437.4247

**Ship everywhere with GES Logistics Services.**



# SHIPPING ORDER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Toll Free: 1.877.437.4247  
torontocl@ges.com www.ges.com/ca

## Section 1: Customer Information

<b>Pick-Up</b>	COMPANY NAME: _____ DATE: _____ TIME (4hr window): _____
	ADDRESS: _____ CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____
	CONTACT: _____ PHONE: _____ E-MAIL: _____
	PICK-UP AT: <input type="checkbox"/> Loading Dock <input type="checkbox"/> Reception Area <input type="checkbox"/> Residential Address Tailgate Required?: <input type="checkbox"/> Yes <input type="checkbox"/> No

**Please Note:** All shipments will be delivered and stored at the GES Advance Warehouse prior to delivery at the event venue.

<b>Delivery</b>	BOOTH NAME: _____ BOOTH #: _____ DATE: _____ TIME (4hr window): _____
	VENUE NAME: <b>Metro Toronto Convention Centre - South Building, Hall E</b> EVENT NAME: <b>HRPA 2019</b>
	ADDRESS: <b>222 Bremner Blvd.</b> CITY: <b>Toronto</b> PROV/STATE: <b>Ontario</b> POSTAL/ZIP: <b>M5V 3L9</b>
	ON-SITE CONTACT: _____ PHONE: _____

Return address is same as Pick-Up address.  Return service is not required.

<b>Return</b>	COMPANY NAME: _____ DATE: _____ TIME (4hr window): _____
	ADDRESS: _____ CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____
	CONTACT: _____ PHONE: _____ E-MAIL: _____
	RETURN TO: <input type="checkbox"/> Loading Dock <input type="checkbox"/> Reception Area <input type="checkbox"/> Residential Address Tailgate Required?: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2: Shipment Information

**\* Charges will be based on actual weight & dimensions\***

NUMBER OF PIECES:	DIMENSIONS:			ESTIMATED WEIGHT:
_____ CARTONS/BOXES	L _____ x	W _____ x	H _____	_____
_____ PLASTIC CASES	L _____ x	W _____ x	H _____	_____
_____ CRATES (WOODEN)	L _____ x	W _____ x	H _____	_____
_____ SKIDS/PALLETS	L _____ x	W _____ x	H _____	_____
_____ OTHER:	L _____ x	W _____ x	H _____	_____
_____ <b>TOTAL PIECES</b>	<b>TOTAL WEIGHT:</b>			_____

## Section 3: Billing & Payment Information

COMPANY: _____	<b>I hereby authorize use of the following credit card for payment of services relative to this order form.</b> <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width: 100%; height: 20px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> EXPIRY DATE: ____/____ CVV: _____ CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: _____										
ADDRESS: _____											
CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____											
CONTACT NAME: _____											
E-MAIL: _____ PHONE: _____											

HST #: 104060264RT001

## Terms & Conditions

GES assumes no responsibility for shipments left in booth by the exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

- GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- GES shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to the exhibitor's booth.
- GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- GES shall not be responsible for any loose, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited 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.
- GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

**I have read and understand the Terms & Conditions of my Agreement with GES.**

Signature

Date



## ***customs***



### **GES Customs Services\***

*GES is proud to offer our clients a one source solution for Customs and Transportation services*

#### **Reliable and Efficient Service**

- Experienced and reliable staff
- Personnel are accessible at all times

#### **Value Added Service**

- Save time and money by making fewer calls

#### **Personalized Service**

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one consultation to assist exhibitors with their specific needs

#### **On-Site Representation**

- GES Customs Services\* representatives will be in-site from the beginning of move-in, throughout the event and until the last shipment leaves the trade show floor.

#### **Simplified Ordering**

To learn more, connect with the GES Customs team at:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Email: [torontocl@ges.com](mailto:torontocl@ges.com)
- Phone: 905.283.0500 or Toll-Free 1.877.437.4247

*\* Customs Brokerage services provided by North American Logistics Services Inc.*



# CUSTOMS ORDER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Toll Free: 1.877.437.4247  
torontocl@ges.com www.ges.com/ca

Please accept this completed form as authorization for GES to provide customs clearance services.\*  
This completed form must be submitted to GES with a commercial invoice.

## Section 1: Customer Information

COMPANY NAME: _____			
ADDRESS: _____	CITY: _____	PROV/STATE: _____	POSTAL/ZIP: _____
CONTACT: _____	PHONE: _____	E-MAIL: _____	

## Section 2: Shipment Information

BOOTH NAME: _____		BOOTH #: _____	
VENUE NAME: <b>Metro Toronto Convention Centre - South Building, Hall E</b>		EVENT NAME: <b>HRPA 2019</b>	
SHIPMENT DATE: _____	SHIPPING FROM (CITY): _____	# CARTONS/CRATES/ETC: _____	
CARRIER NAME: <input type="checkbox"/> GES <input type="checkbox"/> OTHER: _____	ESTIMATED TOTAL WEIGHT: _____		<input type="checkbox"/> LBS. <input type="checkbox"/> KGS.
ON-SITE CONTACT: _____	PHONE: _____	E-MAIL: _____	

## Section 3: Return Shipment Consignment Information

COMPANY NAME: _____		U.S. TAX # / EIN: _____	
CARRIER NAME: <input type="checkbox"/> GES <input type="checkbox"/> OTHER: _____			
DELIVERY ADDRESS: _____	CITY: _____	PROV/STATE: _____	POSTAL/ZIP: _____
CONTACT NAME: _____	PHONE: _____	E-MAIL: _____	

## Section 4: Billing & Payment Information

COMPANY: _____	<b>I hereby authorize use of the following credit card for payment of services relative to this order form.</b> <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> EXPIRY DATE: ____ / ____ CVV: _____ CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: _____										
ADDRESS: _____											
CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____											
CONTACT NAME: _____											
E-MAIL: _____ PHONE: _____											

HST #: 104060264RT001

## Terms & Conditions

GES assumes no responsibility for shipments left in booth by the exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to the exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loose, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited 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. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.



\*Customs Brokerage services provided by North American Logistics Services Inc.

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada <b>MARCH 3, 2001</b></p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p>
--	--

<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG  222 BREMNER BLVD TORONTO, ON M5V 2E6</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises <b>U.S.A.</b></p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
--	--

<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
---	--

<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p>	<p>10 Currency of Settlement / Devises du paiement USD</p>
--	--

11. No. of Pkgs. Nbre. de colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13. Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement	
			14. Unit Price Prix Unitaire	15. Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces <b>6</b></p>		
<p>18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale</p>	<p>16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/>kgs.</p> <p>Net. Weight N/A</p>	<p>17. Invoice Total Total de la facture</p> <p>Gross Wt./ Brut 1,500 lbs</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p> <p>Contact: BILL SMITH</p> <p>Tel: 212-268-2140                      Fax: 212-268-2511</p>
<p>21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p> <p>N/A</p>	

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6 Country of Transshipment / Pays de transbordement	
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?  YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case  Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact:  Tel: Fax:			



## LIMITS OF LIABILITY & RESPONSIBILITY

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Fax: 905.283.0501 Toll Free: 1.877.437.4247 www.ges.com/ca

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

**Be sure your materials are insured** from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.