



Edmonton International Beerfest
March 27 - 28, 2020
Edmonton Convention Centre

GES is pleased to have been selected as the official service contractor by the show Organizer to design and produce your show. Our goal is to ensure 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 section carefully as it contains information, **ADVANCED PRICES** and order forms for each of the many services being provided by **GES**.

For your convenience, we will be offering the following services:

Expresso Online Ordering
Furnishings
GES - Show Specials
Material Handling

To take advantage of our **ADVANCED PRICING**, all order forms and full payment must be received on or before the Advanced Deadline Date as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of GST when exhibiting in Alberta.

Save time by ordering online at www.ges.com/ca

If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767**.



Accelerate your experience using the Expresso planning, ordering and management tool.

With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



Experience a difference with Expresso.

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





PAYMENT POLICY INFORMATION SHEET

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME:	Edmonton International Beerfest	ADVANCED PRICE	March 13, 2020
SHOW DATE:	March 27 - 28, 2020	DEADLINE DATE:	

Advanced Pricing:

To qualify for **Advanced Pricing**, orders must be received with payment in full on or before the deadline date. Late orders will be charged the **Standard Price**. Orders without payment cannot be processed until payment is received and may be charged the **Standard Price**.

Method of Payment:

GES accepts American Express, MasterCard, Visa, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. **Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

Bank Wire Transfer Information:

To properly credit your account, please complete the **BANK WIRE TRANSFER FORM**, available upon request, and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank Wire Transfer Form.

NOTE: There is a minimum \$20.00 Service Charge (North America) & \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers. Also, wire transfers can take 3 to 10 business days to be cleared. Ensure you leave enough time to receive the benefit of the discount. Orders are not processed until payment is received, this includes wire transfers.

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 a company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

Arrangements can be made for an exhibit house or other agent to manage exhibit & order services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements prior to start of move-in. In the event the authorized Third Party does not pay, the exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to invoice(s) 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.

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.

EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELEASE OF GOODS FROM THE SHOW FLOOR



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THIRD PARTY BILLING AUTHORIZATION FORM

SHOW NAME:	Edmonton International Beerfest	ADVANCED PRICE DEADLINE DATE:	Friday, March 13, 2020
SHOW DATE:	March 27 - 28, 2020	IMPORTANT - READ CAREFULLY	

EXHIBITOR INFORMATION		<p>An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.</p> <p>Both firms must complete this form and return to GES by the Advanced Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company's credit card.</p>
BOOTH #: _____		
COMPANY: _____		
STREET: _____		
CITY: _____ PROV/STATE: _____ CODE: _____		
EMAIL: _____		
PHONE: _____ FAX: _____		
CONTACT NAME: _____		

Exhibiting Company

Name of Exhibiting Company		Phone#	Fax #
Address		City	Prov / State Code / Zip
Authorized Name (Print)		Authorized Signature	

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	EXPIRY DATE:	
TYPE OF CARD	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> CORPORATE	CVV:	
CARD #	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
CARDHOLDER'S NAME (PRINT): _____				
CARDHOLDER'S SIGNATURE: _____				

Third Party / Exhibit House

Name of Third Party / Exhibit House		Phone#	Fax #
Address		City	Prov / State Code / Zip
Authorized Name (Print)		Authorized Signature	

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	EXPIRY DATE:	
TYPE OF CARD	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> CORPORATE	CVV:	
CARD #	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
CARDHOLDER'S NAME (PRINT): _____				
CARDHOLDER'S SIGNATURE: _____				

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY / EXHIBIT HOUSE EXCEPT FOR THE FOLLOWING:

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

<p>All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.</p>

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature	Print Name & Title	Date
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ELECTRONIC FUNDS / WIRE TRANSFER FORM

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

Please complete and return this form, along with your transaction confirmation, to:
GES Accounts Receivable ar@ges.com

EXHIBITOR INFORMATION

COMPANY NAME:	_____		
CONTACT NAME:	_____	PHONE:	_____
		EMAIL:	_____
EVENT NAME:	_____	BOOTH NUMBER:	_____

GES BANKING INFORMATION

BENEFICIARY'S NAME:	GES Canada Limited
BANK NAME:	Bank of Montreal
BANK ADDRESS:	350 - 7th Avenue SW, Calgary, Alberta T2P 3N9

TO SEND CANADIAN DOLLARS (\$CDN)

EFT / DIRECT DEPOSIT:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 1967-990
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 1967-990	SWIFT CODE: BOFMCAM2

TO SEND AMERICAN DOLLARS (\$US)

EFT / DIRECT DEPOSIT:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 4773-410
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 4773-410	INTERMEDIARY BANK: Wells Fargo Bank (FKA Wachovia)
	SWIFT CODE: PNBPUS3NNYC
	ROUTING / BIC / NCC / BSC / ABA NUMBER: 026005092

PAYMENT DETAILS

PLEASE NOTE: A minimum bank charge is applicable to all EFT/Direct Deposit/Wire Transfers and is payable by the exhibitor.
\$20.00 (within North America) or \$40.00 (International)

TOTAL AMOUNT OF ORDER/INVOICE:	\$ _____	INVOICE/ORDER #:	_____
BANK CHARGE (see note above):	+ \$ _____	DATE OF TRANSFER:	_____
TOTAL PAYMENT:	\$ _____	CURRENCY:	<input type="checkbox"/> \$CDN <input type="checkbox"/> \$US

- PLEASE NOTE:
- Please ensure transfer is made by the deadline date listed on your Order Form or Invoice.
 - Additional charges will be applied for late payments and services may be delayed.
 - **Minimum bank charges (as shown above) reflect GES' bank only. Exhibitor is responsible for payment of any additional fees applied by their financial institution.**



Specialty Furnishings



Leather Bar Stool White



Leather Bar Stool Grey



Club Chair White



Love Seat White



Sofa White



Club Chair Black



Love Seat Black



Sofa Black



Chrome Coffee Table



Cocktail Charging Station



SHOW NAME: Edmonton International Beerfest
SHOW DATE: March 27 - 28, 2020

ADVANCED PRICE DEADLINE DATE: Friday, March 13, 2020

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

QTY	ITEM #	DESCRIPTION	ADVANCED PRICE	STANDARD PRICE	TOTAL
	(UD)	UNDRAPED TABLES 4FT <input type="checkbox"/> 6 FT <input type="checkbox"/> 8FT <input type="checkbox"/>	\$62.50	\$88.00	
	(DT4)	SKIRTED 4' X 24" WIDE TABLE PLEASE SELECT COLOR: BLACK, BLUE, SILVER, WHITE, RED, GREEN, BURGANDY	\$94.00	\$132.00	
	(DT6)	SKIRTED 6' X 24" WIDE TABLE PLEASE SELECT COLOR: BLACK, BLUE, SILVER, WHITE, RED, GREEN, BURGANDY	\$103.50	\$145.00	
	(DT8)	SKIRTED 8' X 24" WIDE TABLE PLEASE SELECT COLOR: BLACK, BLUE, SILVER, WHITE, RED, GREEN, BURGANDY	\$112.00	\$156.50	
	(FPEDT40)	COCKTAIL TABLE 30" ROUND 40" HIGH	\$101.00	\$141.50	
	(FMISC)	COCKTAIL COVER <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE	\$39.00	\$54.00	
	(FMISC)	LEATHER BAR STOOL <input type="checkbox"/> GREY <input type="checkbox"/> WHITE	\$150.00	\$209.50	
	(FGFSC)	GREY PADDED ARM CHAIR	\$47.50	\$66.00	
	(FMISC)	LEATHER CHAIR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$177.00	\$247.50	
	(FMISC)	LEATHER LOVESEAT <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$225.50	\$315.50	
	(FMISC)	LEATHER SOFA <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$271.50	\$380.00	
	(FMISC)	END TABLE SQUARE <input type="checkbox"/> BLACK <input type="checkbox"/> CHROME <input type="checkbox"/> WHITE	\$54.50	\$76.50	
	(FMISC)	COFFEE TABLE <input type="checkbox"/> BLACK <input type="checkbox"/> CHROME <input type="checkbox"/> WHITE	\$78.00	\$109.50	
	(FMISC)	6' - 10' CROSS BAR	\$17.50	\$24.00	
	(FMISC)	8' UPRIGHT W/BASEPLATE	\$22.50	\$31.50	
	(FMISC)	COCKTAIL CHARGING STATION W/ BACKLITE GRAPHICS	\$425.00	\$595.00	



TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER ADVANCED 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 MODULAR EXHIBIT SYSTEM 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 CUSOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE

SHOW NAME: **Edmonton International Beerfest**
 SHOW DATE: **March 27 - 28, 2020**

ADVANCED PRICE
 DEADLINE DATE: **Friday, March 13, 2020**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

**NO ORDER WILL BE CONSIDERED FINAL
 UNTIL CREDIT CARD AUTHORIZATION
 FORM IS COMPLETED AND SUBMITTED
 WITH THIS FORM**

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

SHOW SPECIAL !

➔ **SPEND LESS** ➔ **SELL MORE** ➔ **LOOK GREAT**



1M CSU w/Graphics - Advanced Price

\$175.00

- INSTALLED & DISMANTLED
- READY BEFORE YOU ARRIVE
- NO LABOUR COSTS
- NO TRUCKING COSTS
- NO MATERIAL HANDLING COSTS
- INCLUDES FRONT GRAPHICS
- WHITE PANELS
- ACCESSORIES AVAILABLE



2M CSU w/Graphics - Advanced Price

\$305.00



3M CSU w/Graphics - Advanced Price

\$425.00

INDICATE DATE AND TIME YOU PLAN TO ARRIVE TO MERCHANDISE YOUR EXHIBIT _____ DATE _____ TIME _____

PLEASE UPLOAD GRAPHIC FILES TO: <http://file.ges.com>

TERMS AND CONDITIONS

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

What is material handling?

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

What types of material handling do you offer?

Depending on the show and facility, we can provide:

Advanced Show Storage

(you schedule your carrier to ship to our warehouse ahead of time and we bring your shipment to showsite and deliver it to your booth prior to your arrival)

Direct to Showsite

(you schedule your carrier to deliver directly to the showsite and we handle the unloading of your carrier and deliver your shipment to your booth. This service is not available at all venues. Please contact us for confirmation)

Post Show Storage

(we bring your shipment from showsite back to our warehouse where you can schedule your carrier to come pick it up)

Advanced Show Storage

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Contact your shipper of choice to schedule the shipment.
- Complete the Advanced show storage material handling order form.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.

Direct to Showsite Shipping

How to Ship to Exhibit Site

- Consign all shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Post Show Storage

Benefits of Post Show Shipping to the GES Warehouse

- Storage of materials for up to 3 business days after show close date.
- Scheduling carriers to pick up on a weekend or late night show tear out can be difficult
- Some convention centres and hotels do not have facilities for storing freight if it cant be picked up that night.
- Peace of mind knowing your shipment has been collected.
- Avoid forced freight charges.

How to ship Post Show to the GES Warehouse

- Complete the Post show storage material handling order form and send in before show.
- Remove all old shipping and empty storage labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.



GES MATERIAL HANDLING INFORMATION

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Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods prior to end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Service centre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Service centre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Customs & Brokerage Fees

GES is not responsible for the brokerage fees, duty or GST resulting from exhibitor materials entering Canada from another country. GES is not responsible for any delays in delivery of exhibitor materials to show site or the advance warehouse due to Canada Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES negligence.
- **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.



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MATERIAL HANDLING ORDER FORM

SHOW NAME: Edmonton International Beerfest
SHOW DATE: March 27 - 28, 2020
EXHIBITOR INFORMATION

ADVANCED PRICE DEADLINE DATE: Friday, March 13, 2020

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ **PROV/STATE:** _____ **CODE:** _____
EMAIL: _____
PHONE: _____ **FAX:** _____
CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

A 25% SURCHARGE WILL APPLY TO ALL ORDERS PLACED AFTER THE ADVANCED DEADLINE DATE

ONSITE MATERIAL HANDLING
Date: DURING MOVE-IN DAY(S) ONLY
Friday, March 27, 2020

ADVANCED MATERIAL HANDLING
Starting: Friday, February 28, 2020
Deadline: Friday, March 20, 2020

DELIVERY OF SHIPMENT FROM SHIPPING AREA TO BOOTH
 REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
 RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
 RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$ 63.00 per hundred pounds **\$126.00 min. charge**

Weight: _____ @ \$ 63.00 /cwt

Carrier Name: _____ # of pcs: _____

Bill of Lading #:

RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE
 DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE
 FIRST PRIORITY UNLOADING STATUS
 REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
 RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
 RELOADING OF SHIPMENT FROM BOOTH TO EXH ARRANGED CARRIER

\$ 80.00 per hundred pounds **\$ 160.00 min. charge**

Weight: _____ @ \$ 80.00 /cwt

Carrier Name: _____ # of pcs: _____

Bill of Lading #:

SMALL PACKAGES: (Maximum 50 lbs. / Shipment)

- Rate of: \$42.00 for the First Package
 - Rate of: \$11.00 for each additional package(s) (in the same shipment) to a 50lb. Maximum
 if shipment is over 50lbs, rates for advance or direct will apply.

SPECIAL HANDLING: (40% Surcharge Applies to the Entire Shipment)

- Shipments of loose, padded or uncrated materials.
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading, shipments that need to be broken down.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.
- Shipments arriving outside of target dates.
- Services ordered after the advanced deadline date.

DIRECT-TO-SITE LABELLING

ADVANCED WAREHOUSE LABELLING

Edmonton International Beerfest
NAME OF EXHIBITING COMPANY - BOOTH #
C/O GES CANADA
9797 JASPER AVENUE
EDMONTON, AB T5J 1N9

Edmonton International Beerfest
NAME OF EXHIBITING COMPANY - BOOTH #
C/O GES CANADA
6292 - 50 STREET NW
EDMONTON, AB T6B 2N7

TERMS AND 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 EXHIBITORS 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
 - GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.
- I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL					
For Office Use Only					
<input type="checkbox"/>	25% Late Order Surcharge				
<input type="checkbox"/>	25% Cancellation Fee				
Adjusted Subtotal					
GST 5%					
TOTAL					
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET					

 SIGNATURE DATE



POST SHOW STORAGE

6292 - 50 Street Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **Edmonton International Beerfest**
SHOW DATE: **March 27 - 28, 2020**

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EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ PROV/STATE: _____ CODE: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

FREIGHT INFORMATION

Carrier Name: _____

of Pieces: _____

TOTAL WEIGHT

COST

NOTES

Empty box for notes.

- 001 - 600 lbs. \$249.00
- 601 - 1200 lbs. \$501.00
- 1201+ lbs. \$724.50

TERMS AND CONDITIONS

PAYMENT MAY BE MADE BY CHEQUE UP TO TWO WEEKS PRIOR TO THE 1ST 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 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 MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL		
For Office Use Only		
<input type="checkbox"/>	25% Late Order Surcharge	
<input type="checkbox"/>	25% Cancellation Fee	
Adjusted Subtotal		
GST 5%		
TOTAL		
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET		

SIGNATURE

DATE

ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW: Edmonton International Beerfest

FACILITY: Edmonton Convention Centre

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

**ADVANCE
WAREHOUSE
ADDRESS**

GES Canada
6292 50 St.
Edmonton, AB
T6J 2N7

CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER OF PIECES

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

Friday, March 20, 2020

BETWEEN 9AM AND 4PM MONDAY - FRIDAY

DIRECT TO SHOW SITE SHIPPING LABEL

NAME OF SHOW: Edmonton International Beerfest

FACILITY: Edmonton Convention Centre

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

**SHOWSITE
ADDRESS**

Edmonton Convention Centre
9797 Jasper Avenue
Edmonton, Alberta
T5J 1N9

CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER **OF** **PIECES**

DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:

Friday, March 27, 2020

08:00 - 16:00



LIMITS OF LIABILITY & RESPONSIBILITY

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.