



# 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 2018**

## 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
- Greenery
- 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”**



# FURNISHINGS

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SHOW: <b>HRPA 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2018</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<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>
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
	300050	Plastic Contour Chair	\$58.25	\$77.50	
	FGFSC	Grey Fabric Side Chair	\$100.50	\$134.00	
	FGFAC	Grey Fabric Arm Chair	\$111.50	\$148.50	
	FGFCS	Grey Fabric Counter Stool	\$124.00	\$165.00	
	FGFLC	Grey Lounge Chair	\$103.00	\$137.00	
	FSC	Steno Chair	\$106.00	\$141.00	
	FPEDT	Starbase Table - 30" Round x 30" High	\$110.50	\$147.50	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$84.50	\$112.50	
	FCT	Coat Tree	\$38.75	\$51.50	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$97.25	\$129.50	
	FESL	Easel	\$50.25	\$67.00	
	FSBD	Gold Ballot Drum	\$114.00	\$152.00	
	GPLP	Plexi Pocket (wall mountable only)	\$44.75	\$59.50	
	FCSU	White Counter Storage Unit 41" H	\$278.00	\$370.50	
	FBH	Bag Holder 41"H	\$77.25	\$103.00	
	FCS	1 Pair of Stanchions	\$167.50	\$223.00	
	FWB	Plastic Wastebasket	\$20.75	\$27.50	

**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

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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>\$104.50</b>	\$139.00	
	DT6	6 Ft. Long x 2 Ft. Wide	<b>\$123.50</b>	\$164.50	
	DT8	8 Ft. Long x 2 Ft. Wide	<b>\$156.00</b>	\$208.00	
	DTS4S	Skirted Fourth Side Additional Charge	<b>\$47.00</b>	\$62.50	
<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>\$156.00</b>	\$208.00	
	RD6	6 Ft. Long x 2 Ft. Wide	<b>\$176.50</b>	\$235.50	
	RD4S	Skirted Fourth Side Additional Charge	<b>\$48.50</b>	\$64.50	
<b>NON SKIRTED TABLES 30" HIGH</b>					
	UD4	4 Ft. Long x 2 Ft. Wide	<b>\$76.50</b>	\$102.00	
	UD6	6 Ft. Long x 2 Ft. Wide	<b>\$99.50</b>	\$132.50	
	UD8	8 Ft. Long x 2 Ft. Wide	<b>\$115.00</b>	\$153.00	
<b>NON SKIRTED TABLES 42" HIGH</b>					
	RUD4	4 Ft. Long x 2 Ft. Wide	<b>\$124.00</b>	\$165.50	
	RUD6	6 Ft. Long x 2 Ft. Wide	<b>\$161.50</b>	\$215.50	
<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>\$14.25</b>	\$19.00	
	D8	8 Ft. High (Per Linear Ft.)	<b>\$20.00</b>	\$26.50	

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- 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 UNDERPADDING

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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>\$254.50</b>	\$339.50	
	C1020	10 Ft. X 20 Ft. Double Booth	<b>\$433.00</b>	\$577.50	

**COLOUR SELECTION:** BLACK BLUE GREY RED

## BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)

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

Item #				
CUSTC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	<b>\$3.20/Sq. Ft</b>	\$4.25/Sq. Ft.	

**COLOUR SELECTION:** BLACK BLUE GREY RED

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

Item #			
CACU	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	<b>\$1.50/Sq. Ft.</b>	\$2.00/Sq. Ft.

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

Item #			
CAPC	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.*

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# SPECIALTY FURNITURE

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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)	\$176.50	\$235.50	
	SEWS	Equino White Stool	\$212.50	\$283.50	
	SLSW	White Leather Stool	\$212.50	\$283.50	
	SLSR	Red Leather Stool	\$212.50	\$283.50	
	SBLS	Black Leather Stool	\$212.50	\$283.50	
	SWBCSG	Chrome Wireback Stool	\$220.50	\$294.00	
	SRMCW	White Round Meeting Chairs	\$139.50	\$186.00	
	SRMCR	Red Round Meeting Chairs	\$139.50	\$186.00	
	SRMCBLK	Black Round Meeting Chairs	\$139.50	\$186.00	
	SCLCW	White Corbusier Leather Chair	\$397.00	\$529.50	
	SCLCR	Red Corbusier Leather Chair	\$397.00	\$529.50	
	SCLCBK	Black Corbusier Leather Chair	\$397.00	\$529.50	
	SCLLW	White Corbusier Leather Loveseat	\$467.50	\$623.50	
	SCLLR	Red Corbusier Leather Loveseat	\$467.50	\$623.50	
	SCLLBK	Black Corbusier Leather Loveseat	\$467.50	\$623.50	
	SWSC	White Sculpted Leather Chair	\$305.50	\$407.50	
	SSLCR	Red Sculpted Leather Chair	\$305.50	\$407.50	
	SSLCB	Black Sculpted Leather Chair	\$305.50	\$407.50	
	SWSLS	White Sculpted Leather Loveseat	\$415.00	\$553.50	
	SLLLR	Red Sculpted Leather Loveseat	\$415.00	\$553.50	
	SLLLB	Black Sculpted Leather Loveseat	\$415.00	\$553.50	

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

**Terms & Conditions**

- Colours, sizes and styles may vary slightly.
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<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

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PHONE: _____			

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QTY	Item #	Description	Discount Price	Standard Price	Total
	SGLMC	Grey Leather Ripple Sled Base Meeting Chair	\$157.50	\$210.00	
	SBLMC	Black Leather Ripple Sled Base Meeting Chair	\$157.50	\$210.00	
	SMCW	White Meeting Chair	\$154.00	\$205.00	
	SLRBTCW	White Leather Round Tub Chairs	\$299.50	\$399.00	
	SLRBTCBK	Black Leather Round Tub Chairs	\$299.50	\$399.00	
	SSWCT	Chrome/White Cocktail Table (24" Square Top, 42" High)	\$199.00	\$265.00	
	SRCT	Round Cocktail Table (Black 30" Diameter Top, 42" High)	\$218.00	\$290.50	
	SSBCT	Square Cocktail Table (Black 30" Top, 42" High)	\$218.00	\$290.50	
	SBMT	42" Black Meeting Table (Round)	\$191.50	\$255.50	
	SCMT72W	72" Chrome & White Meeting Table	\$308.50	\$411.50	
	SCTW	24" X 48" Coffee Table White Top	\$209.50	\$279.00	
	SCTB	24" X 48" Coffee Table Black Top	\$209.50	\$279.00	
	SWRET24	24" Round End Table White Top	\$166.50	\$222.00	
	SBRET24	24" Round End Table Black Top	\$166.50	\$222.00	
	SWRCT32	Round Coffee Table White Top 32"	\$188.00	\$250.50	
	SBRCT32	Round Coffee Table Black Top 32"	\$188.00	\$250.50	
	SWRCT39	Round Coffee Table White Top 39"	\$188.00	\$250.50	
	SBRCT39	Round Coffee Table Black Top 39"	\$188.00	\$250.50	
	SBF	Bar Fridge	\$263.50	\$351.00	
	SLS	Literature Stand	\$191.00	\$254.50	
	STP	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	\$32.75	\$43.50	

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

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# GEM SHOW SPECIALS

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CONTACT NAME: _____	
PHONE: _____	

## GEM SHOW SPECIALS INCLUDE:

- 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
	SS001	Package A - 10' x 10'	\$1,073.00	\$1,431.00	
	SS002	Package B - 10' x 20'	\$1,611.00	\$2,148.00	

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 Header Sign to Read: \_\_\_\_\_

Package B Header 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** 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	

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Signature

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# EXHIBIT RENTALS

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PHONE:	_____

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Item #	Discount Price	Standard Price	Item #	Discount Price	Standard Price
GER001	<b>\$2,081.00</b>	\$2,774.00	GER004	<b>\$3,311.00</b>	\$4,415.00
GER002	<b>\$2,358.00</b>	\$3,144.00	GER005	<b>\$3,617.00</b>	\$4,823.00
GER003	<b>\$2,538.00</b>	\$3,384.00	GER006	<b>\$3,584.00</b>	\$4,778.00

Package Includes: Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

**Package Does Not Include: Cleaning, Light Fixtures or Electrical Outlets**

<b>PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR</b>	<i>Upgrade options available. Contact Exhibitor Services. Other panel colours available upon request. Contact Exhibitor Services. (All panel &amp; carpet colours subject to availability.)</i>
ITEM #: <input style="width: 100px;" type="text"/>	
<b>Infill Panel Colour:</b> <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Autumn Glow <input type="checkbox"/> Hardrock Maple <b>Carpet Colour:</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	
Models 1, 2, 5 Identification Sign to Read: _____	
Models 4 Identification Sign to Read: Left: _____ Right: _____	
Indicate Date & Time for Arrival: _____	
Custom Header to be added <input type="checkbox"/> Custom Header Signs/Logos will be charged \$100.00 extra per sign You can upload your file(s) to: <a href="https://file.ges.com/">https://file.ges.com/</a> Enter <b>toupload@ges.com</b> in the "Recipient Email Address" field. <b>IMPORTANT:</b> 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.
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- 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





# 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 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2018</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
	PED001	Pedestal (White) 20"L x 20"W x 28"H	\$163.00	\$217.00	
	PED002	Pedestal (White) 20"L x 20"W x 36"H	\$170.00	\$227.00	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$626.00	\$835.00	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$518.00	\$690.00	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$411.00	\$548.00	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$411.00	\$548.00	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$411.00	\$548.00	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$622.00	\$829.00	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$622.00	\$829.00	

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$49.50	\$66.00	
	GGP	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$165.50	\$220.50	
	GGR	Garment Rail 39"W	\$58.75	\$78.25	
	GFS	Shelves - Flat 37"L X 12"W	\$50.25	\$67.00	
	GAS	Shelves - Angled 37"L X 12"W	\$50.25	\$67.00	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$140.00	\$186.50	

*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



# 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 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2018</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>\$14.75</b>	\$19.50	
	<b>S744</b>	44"W x 7"H horizontal sign (with holes)	<b>\$86.00</b>	\$114.50	
	<b>S2228</b>	22"W x 28"H vertical sign	<b>\$116.50</b>	\$155.00	
	<b>S2844</b>	28"W x 44"H vertical sign	<b>\$149.50</b>	\$199.50	
	<b>SIG028</b>	38"W x 84"H vertical sign (with feet)	<b>\$535.00</b>	\$713.00	

*\* 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 **toupload@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



**GREENERY**

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 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>January 3, 2018</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)**

FLOOR AND TABLE PLANTS					
QTY	Item #	Description	Discount Price	Standard Price	Total
	PFP25	2 ft. to 5 ft. Tall	<b>\$98.00</b>	\$130.50	
	PFP68	6 ft. to 8 ft. Tall	<b>\$191.00</b>	\$254.50	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	<b>\$286.50</b>	\$382.00	
	PBF	Boston Fern	<b>\$71.75</b>	\$95.50	
	PTP	Table Plant - 10"	<b>\$71.75</b>	\$95.50	
	PMUM	Mums	<b>\$42.75</b>	\$57.00	
FLOWER ARRANGEMENTS					
	PFAS	Standard Fresh Flower Arrangement	<b>\$141.00</b>	\$188.00	
	PFAP	Premium Fresh Flower Arrangement	<b>\$260.50</b>	\$347.00	
	PFAE	Exotic Arrangement	<b>\$179.50</b>	\$239.00	

**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:

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**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: **HRPA 2018**

**EXHIBITOR INFORMATION**

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

COMPANY NAME: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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

**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>\$122.50</b>
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$185.00</b>
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$239.50</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): _____ <small>(Exhibitor <b>MUST</b> be Present to Supervise)</small>
	<input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor does <b>NOT</b> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____	AM PM <small>Day / Date/ Month / Year</small>
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____
<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): _____ <small>(Exhibitor <b>MUST</b> be Present to Supervise)</small>
	<input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor does <b>NOT</b> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____	AM PM <small>Day / Date/ Month / Year</small>
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

**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>	
	<small>HST #104060264RT0001</small>

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 2018</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>\$266.50</b>	
IBIOTFL	IBOOTFL	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$320.00</b>	
IBIDTFL	IBODTFL	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$378.50</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**



# SHIPPING

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

### PICK UP INFORMATION

COMPANY NAME: \_\_\_\_\_ PICK UP DATE: \_\_\_\_\_ PICK UP TIME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_ LOADING DOCK:  YES  NO  
 CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_ CUSTOMS PAPERWORK ATTACHED:  YES  NO  
 CONTACT: \_\_\_\_\_ IF YES, CUSTOMS BROKER: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

I will be shipping to:  ADVANCED WAREHOUSE  SHOW SITE

### DESTINATION

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 ON-SITE CONTACT: \_\_\_\_\_  
 SHOW NAME: **HRPA 2018** DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_  
 FACILITY: **Metro Toronto Convention Centre - South Building, Hall E**  
 ADDRESS: **222 Bremner Blvd.**  
 CITY: **Toronto** PROV/STATE: **Ontario** POSTAL CODE: **M5V 3L9**

### SERVICE REQUIRED

ONE WAY  ROUND TRIP  
 TIME CRITICAL  3-5 DAY  GROUND

### ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
_____ CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
_____ CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
_____ CRATES (WOODEN)	H _____ x W _____ x L _____	
_____ SKIDS/PALLETS	H _____ x W _____ x L _____	
_____ CARPET/COLOUR: _____	H _____ x W _____ x L _____	
_____ OTHER LIST: _____	H _____ x W _____ x L _____	
_____ TOTAL	TOTAL WEIGHT:	

### BILLING AND PAYMENT INFORMATION

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TEL: \_\_\_\_\_  
 CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_  
 VISA  MASTERCARD  AMERICAN EXPRESS  
 CARDHOLDER NAME: \_\_\_\_\_ CARDHOLDER SIGNATURE: \_\_\_\_\_

### TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by 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 exhibitors material after same has been delivered to 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 loss, 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.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

X \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_



**ADVANCE WAREHOUSE**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontocl@ges.com www.ges.com/ca

**Warehouse Location: 6130 Netherhart Rd., Mississauga, Ontario, Canada L5T 1B7**

**BILLING INFORMATION**

Company Name: _____	Expected Date of Arrival to Warehouse: _____
Address: _____	Crated or Loose Items: <input type="checkbox"/> YES <input type="checkbox"/> NO
City: _____ Prov/State: _____ Postal Code: _____	Customs Paperwork Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO
Contact: _____	If yes, Customs Broker: _____
Phone: _____	Contact: _____
Fax: _____ Email: _____	Phone: _____

I will be shipping to:  ADVANCED WAREHOUSE  SHOW SITE

**DESTINATION**

Show Name: <b>HRPA 2018</b>	Booth # : _____
Facility: <b>Metro Toronto Convention Centre - South Building, Hall E</b>	
Address: <b>222 Bremner Blvd.</b>	Delivery Date: _____ Delivery Time: _____
City: <b>Toronto</b> Prov/State: <b>Ontario</b> Postal Code: <b>M5V 3L9</b>	
Company Name: _____	
Contact: _____	Phone: _____

**ITEMS TO BE SHIPPED**

SERVICE WILL BE CHARGED ON **ACTUAL WEIGHT & DIMENSIONS**

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES	ESTIMATED WEIGHT
_____ <b>CARTONS (CARDBOARD)</b>	H _____ x W _____ x L _____	
_____ <b>CASES/TRUNKS (FIBRE) COLOUR: _____</b>	H _____ x W _____ x L _____	
_____ <b>CRATES (WOODEN)</b>	H _____ x W _____ x L _____	
_____ <b>SKIDS/PALLETS</b>	H _____ x W _____ x L _____	
_____ <b>CARPET/COLOUR: _____</b>	H _____ x W _____ x L _____	
_____ <b>OTHER LIST: _____</b>	H _____ x W _____ x L _____	
<b>TOTAL</b>	<b>TOTAL WEIGHT</b>	

**ADVANCE SHIPMENTS TO WAREHOUSE: \$50.50 PER 100LBS. min. 300lbs**  
**Advance Warehouse services do not include Material Handling Services and charges.**  
**ADVANCE WAREHOUSE SERVICES INCLUDES DELIVERY TO SHOW SITE ONLY**  
**YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT CONCLUSION**

**PAYMENT**

COMPANY NAME: _____	ADDRESS: _____	CITY: _____
PROV/STATE: _____	CODE: _____	EMAIL: _____ TEL: _____
CREDIT CARD NUMBER: _____	EXPIRY DATE: _____	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS		
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

**TERMS & CONDITIONS**

GES assumes no responsibility for shipments left in booth by 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 exhibitors material after same has been delivered to 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 loss, 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.

**By signing this order form, shipper agrees to be bound by all its terms and conditions.**

X \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_