

GES is pleased to have been selected 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, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

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

- ✓ Online Ordering
- ✓ Furnishings
- ✓ Carpet & Underpadding
- ✓ GEM Exhibits & Accessories
- ✓ Signs & Graphics
- ✓ Installation & Dismantling Labour
- ✓ In-Booth Forklift
- ✓ Material Handling

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **June 9, 2017** 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 all applicable taxes when exhibiting in B.C.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (403) 243-2212.**



Show Information

Organization of Human Brain Mapping Annual Meeting
Vancouver Convention Centre, West Building
June 25 -29, 2017

Venue Shipping Address

Venue

Advance Warehouse Shipping Address

GES/Show Name

(Company Name & Booth #)

3985 Still Creek Avenue

Burnaby, B.C.

V5C 4E2

* 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)

#25 - 5805 76th Avenue SE

Calgary, Alberta, Canada

T2C 5L8

Phone

403-243-2212

Fax

403-243-3868

Web Site

www.gesexpo.ca

E-Mail

wstoner@ges.com

Show Information

Booth Size

Backwall Drape

Black

Sidewall Drape

Black

Aisle Carpet Colour

Blue

Booth Packages Includes

3' Black Side Wall Drape, 8' Black Back Wall, 1 ID Sign

Important Dates - Prior to Show

Advance Price Deadline Date

9-Jun-17

Advance Shipments may begin arriving at the Warehouse

31-May-17

9:00am - 3:00 pm

Last day for Advance Shipments to arrive at the Warehouse

19-Jun-17

9:00am - 3:00pm

Direct Shipments may arrive at Exhibit Site

25-Jun-17

3:00 pm - 7:00 pm

Last day for Direct Shipments to arrive at Exhibit Site

26-Jun-17

7:00 am - 10:00 am

Important Dates - At the Show

Move In

25-Jun-17

3:00pm - 7:00pm

26-Jun-17

7:00am - 10:00am

Show Hours

26-Jun

11:00am - 4:00pm

27-Jun-17

11:00am - 6:30pm

28-Jun-17

11:00am - 4:00pm

29-Jun-17

11:00am - 5:30pm

Move Out

29-Jun-17

5:30pm - 8:30pm

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:

25-Jun-17

3:00pm - 7:00pm

26-Jun-17

7:00am - 10:00am

Show Site Work Rules

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Jurisdiction Information

GES has a friendly, skilled, quality conscious and productive labor force in Vancouver. GES is in partnership with the Construction Maintenance & Allied Workers Union (CMAW). Members of this union claim jurisdiction over all set up and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings. In addition to utilizing the service of the Official Contractor, exhibitors may use fulltime company personnel to assist in certain aspects of display erection. The services of outside display houses can be utilized as long as they comply with notification, safety and insurance provisions. However, union labor is required for certain aspects of your exhibit handling; the following is a description of the work rules and an outline of jurisdiction.

Material Handling

The unloading and delivery of all display related materials, machinery and equipment from the convention site docks to the exhibitor's booths and loading out from the exhibitor's booths to trucks at the docks must be performed by the Official Service Contractor. Exhibitors may "hand carry" items into the convention site, provided they do not use material handling equipment to assist them (e.g. dollies, luggage carts, hand trucks).

Facility

Facility may provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning and phones. Their work rules and union jurisdictional issues would apply for these services. Should you have any questions concerning the service jurisdiction of any of the facilities please call GES at 800.636.8235.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES expects the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior.



Accelerate your experience with Expresso exhibit planning, ordering and management.

Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

- Booth furniture.
- Carpet and flooring.
- Material handling.
- Booth labour.
- And much more.



Expresso is more than just an online exhibitor manual. Exhibitors can:

- Order exhibit products and services.
- Print shipping labels.
- View important show and event information.
- Download the show schedule into Outlook or iCalendar.
- View account order status and history.



Experience a difference with Expresso.

- Each show has their own custom website.
- Runs on all browsers for PCs, Macs and tablets.
- Everything in one place; all organizer and show information, ordering and even third party forms.
- Keeps you on-time and on-budget.





CREDIT CARD AUTHORIZATION

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Organization of Human Brain Mapping Annual Meeting

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

IMPORTANT - READ CAREFULLY

Please fill out The Credit Card Authorization below if:

- You or your company are forwarding payment to GES in the form of a cheque.
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

PLEASE COMPLETE THE FOLLOWING

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS
☐ CORPORATE ☐ PERSONAL

EXPIRY DATE:

CARD #

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CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

Cardholder's Billing Address: _____

City: _____ Prov/State: _____ Code/Zip: _____

Tel: _____

Fax: _____

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

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**

TO: **GES**
 FAX: **(403) 243-3868**
 DATE: _____
 FROM: _____
 SHOW NAME: _____
 COMPANY: _____
 BOOTH #: _____

✓ To help us ensure we have received your entire order, please check off those forms you are sending us:

- ☐ Third Party Billing
- ☐ Credit Card Authorization
- ☐ Furnishings
- ☐ Carpet & Underpadding
- ☐ Exhibit Accessories
- ☐ Signs
- ☐ Customs
- ☐ Installation & Dismantle Labour Services
- ☐ Material Handling
- ☐ GES Logistics / Shipping

Please call to confirm receipt of your order.

***To receive Discount Pricing send your order in
by the Discount Price Deadline Date - June 9, 2017***

Thank you from GES



DISCOUNT PRICING:

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

METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, 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** included with the GES order forms 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.

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** on file.

THIRD PARTY BILLING:

You may arrange for an exhibit house or other agent to manage your exhibit & order services on your behalf. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company 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 APPLICABLE TAXES ON ALL ORDERS.

SHOW: Organization of Human Brain Mapping Annual Meeting

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 Advanced 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 / Exhibit House

Name of Third Party/Exhibit House _____

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:



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: Organization of Human Brain Mapping Annual Meeting

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: PNBPU3NNYC

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.

furnishings



Grey Fabric Side Chair



Grey Fabric
Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High
Pedestal Table



30" Round / 18" High
Coffee Table



4', 6', OR 8' Long
Raised Draped Table
with White Vinyl Top



4', 6', OR 8' Long
Draped Table
with White Vinyl Top



furnishings



Coat Tree



22" W X 28" H
Chrome Sign Holder
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket



40" W x 20" D x 36" H
White Counter Storage Unit



Bag Holder 41"H



Stanchions
6" Belt



Plastic
Wastebasket



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SHOW: Organization of Human Brain Mapping Annual Meeting

**DISCOUNT PRICE
DEADLINE DATE:**

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Side Chair	\$59.00	\$83.00	
	Grey Fabric Counter Stool	\$120.00	\$168.00	
	Grey Fabric Arm Chair	\$79.00	\$111.00	
	Grey Folding Chair	\$35.00	\$49.00	
	Cocktail Table 40" High	\$119.00	\$167.00	
	30" Round 30" High Pedestal Table	\$106.00	\$148.00	
	30" Round 18" High Coffee Table	\$95.00	\$133.00	
	Coat Tree	\$59.00	\$83.00	
	22" x 28" Chrome Sign Holder (Sign Extra)	\$81.00	\$113.00	
	Easel	\$50.00	\$70.00	
	Ballot Drum	\$78.00	\$110.00	
	Garment Rack on Wheels	\$43.00	\$60.00	
	White Counter Storage Unit 40" H	\$211.00	\$295.00	
	Bag Holder 40"H	\$71.00	\$99.00	
	Tape Stanchion	\$69.00	\$97.00	
	Wastebasket	\$25.00	\$35.00	

DRAPED DISPLAY TABLES 30" HIGH
☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GREEN ☐ RED ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	6 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	8 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	Drape Fourth Side	Add \$39.00 ea.		

RAISED DRAPED DISPLAY TABLES 42" HIGH
☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$138.00	\$193.00	
	6 Ft. Long x 2 Ft. Wide	\$150.00	\$210.00	
	8 Ft. Long x 2 Ft. Wide	\$163.00	\$228.00	
	Drape Fourth Side	Add \$39.00 ea.		

CUSTOM BOOTH DRAPING
☐ BLACK ☐ BLUE ☐ RED ☐ SILVER ☐ WHITE

	3 Ft. High (Per Linear Ft.)	\$14.00	\$20.00	
	8 Ft. High (Per Linear Ft.)	\$17.00	\$25.00	

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular 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 draped tables or custom booth draping once delivered. 50% refund on furnishings cancelled prior to show opening.

SUBTOTAL
5% GST
7% PST
TOTAL

GST #R104060264

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

Signature

Date

CARPET ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Organization of Human Brain Mapping Annual Meeting	<div style="display: flex; justify-content: space-between;"> <div>DISCOUNT PRICE DEADLINE DATE:</div> <div>June 9, 2017</div> </div>
EXHIBITOR INFORMATION	
BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	
CREDIT CARD AUTHORIZATION	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div> EXPIRY DATE _____ / _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

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.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	10 Ft. X 10 Ft. Single Booth	\$207.00	\$290.00	
	10 Ft. X 20 Ft. Double Booth	\$412.00	\$577.00	

COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

BOOTH CARPET - CUSTOM SIZE

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

BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$2.71/Sq. Ft.	\$3.80/Sq. Ft.	
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COLOUR SELECTION: ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

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

BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$1.40/Sq. Ft.	\$1.96/Sq. Ft.	
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PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)

BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$1.14/Sq. Ft.	\$1.60/Sq. Ft.	
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PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
--

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular 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	
5% GST	
7% PST	
TOTAL	
	GST #R104060264

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

Signature

Date

SHOW: Organization of Human Brain Mapping Annual Meeting

DISCOUNT PRICE DEADLINE DATE:

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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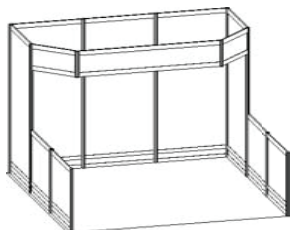
EXPIRY DATE ____ / ____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

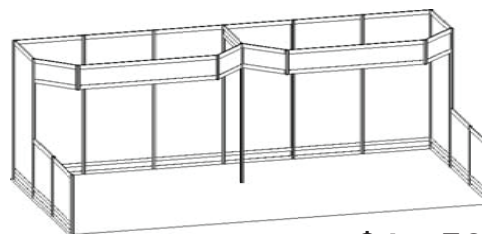
☐ CHEQUE ATTACHED (PAYABLE TO GES)

Show Special

→ Spend less → Sell More → Look great

\$1,113.00
PACKAGE A: 10'x10' BOOTH

- Header Sign - 12"x78"
- Infill Panels
- Colour Coordinated 10'x10' Carpet
- Price after Deadline Date: **\$1,558.00**

- ✓ Installed and Dismantled
- ✓ Ready before you arrive
- ✓ No Labour Costs
- ✓ No Trucking Costs
- ✓ No Material Handling Costs
- ✓ Includes Carpet
- ✓ Includes Header Sign(s)
- ✓ Choice of Colours
- ✓ Accessories Available


\$1,750.00
PACKAGE B: 10'x20' BOOTH

- 2 Header Signs - 12"x78" each
- Infill Panels
- Colour Coordinated 10'x20' Carpet
- Price after Deadline Date: **\$2,450.00**

Indicate Date and Time you plan to arrive to merchandise your exhibit:

Date

Time

PLEASE COMPLETE THE FOLLOWING:
SIZE ORDERED:
PACKAGE A:
☐ 10'x10'

PACKAGE B:
☐ 10'x20'

Infill Panel

Colour: White Only

Carpet Colour: ☐ Black

☐ Blue

☐ Red

☐ 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

Please e-mail artwork to: calgarygraphics@ges.com Label e-mail with Exhibitor Name & Show Name/Date (file must be eps, ai, cdr)

Custom Header Signs/Logos will be charged \$100.00 extra per sign
ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)
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 Regular Price.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.

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

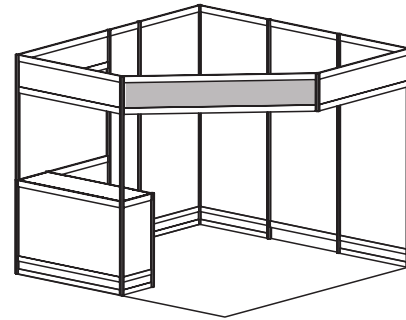
Signature

Date

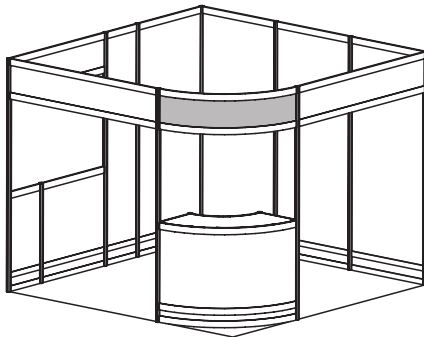
SUBTOTAL
5% GST
7% PST
TOTAL

GST #R104060264

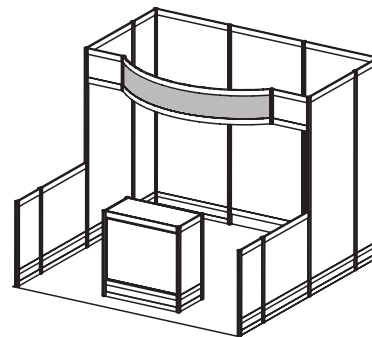
standard exhibit rentals



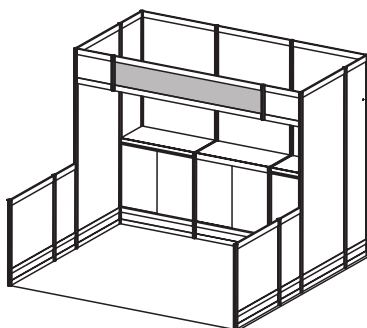
● GEM Model #1 - 10'x10' Corner



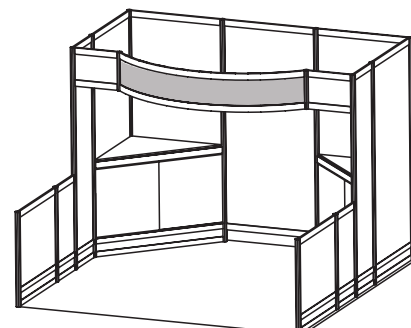
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



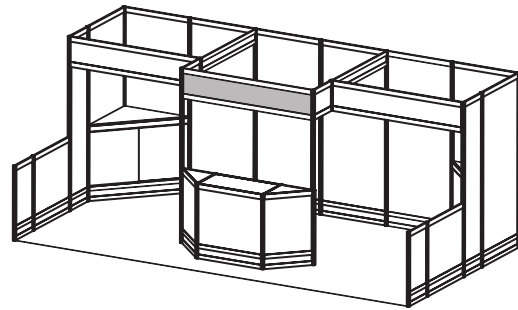
● GEM Model #5 - 10'x10'

3 Easy Steps →

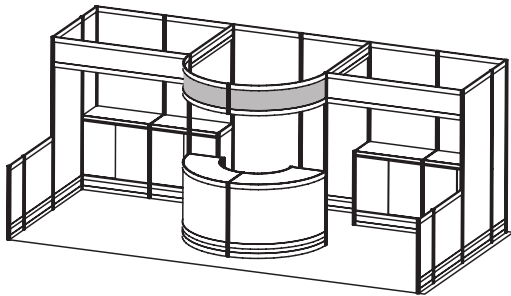
- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

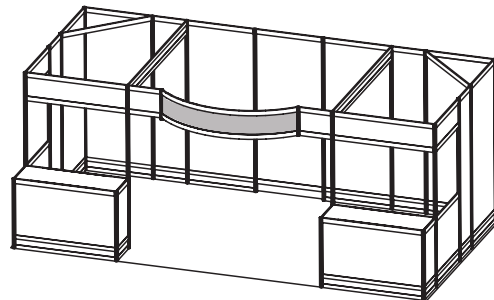
standard exhibit rentals



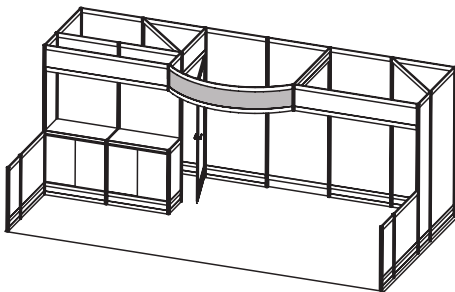
● GEM Model #6 - 10'x20'



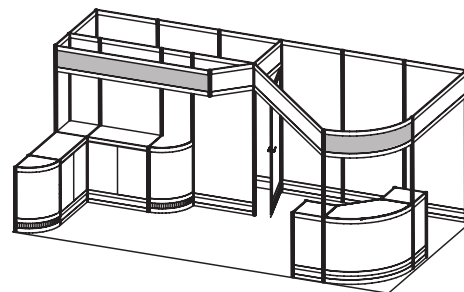
● GEM Model #7 - 10'x20'



● GEM Model #8 - 10'x20'



● GEM Model #9 - 10'x20'



● GEM Model #10 - 10'x20' Corner

3 Easy Steps →

- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Organization of Human Brain Mapping Annual Meeting

**DISCOUNT PRICE
DEADLINE DATE:**

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

Model Number	Discount Price	Regular Price	Model Number	Discount Price	Regular Price
Model #1	\$1,329.00	\$1,861.00	Model #6	\$2,536.00	\$3,550.00
Model #2	\$1,381.00	\$1,933.00	Model #7	\$3,361.00	\$4,705.00
Model #3	\$1,523.00	\$2,132.00	Model #8	\$2,716.00	\$3,802.00
Model #4	\$1,809.00	\$2,533.00	Model #9	\$3,111.00	\$4,355.00
Model #5	\$1,871.00	\$2,619.00	Model #10	\$3,774.00	\$5,284.00

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
PLEASE COMPLETE THE FOLLOWING:
MODEL NUMBER:
Upgrade options available. Contact Exhibitor Services.

Font Colour: ☐ Black

Infill Panel Colour: ☐ Black ☐ Blue ☐ Grey ☐ White

Carpet Colour: ☐ Black ☐ Blue ☐ Grey ☐ Red *(All panel & carpet colours subject to availability.)*

Models 1, 2, 3, 4, 5, 6, 8 or 9 Identification Sign to Read: _____

Models 7 or 10 Identification Sign to Read: Left: _____ Right: _____

Indicate Date & Time for Arrival: _____

Custom Header Signs/Logos will be charged \$100.00 extra per sign
**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**
Terms & 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 Regular 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 GEM rental exhibits or counter storage units.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
	GST #R104060264

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

Signature

Date

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Organization of Human Brain Mapping Annual Meeting

**DISCOUNT PRICE
DEADLINE DATE:**

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____ / ____

CARDHOLDER NAME

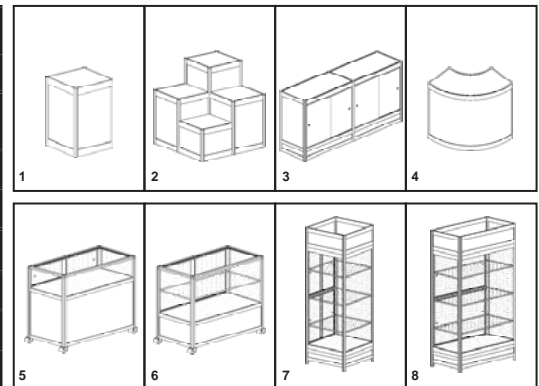
CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

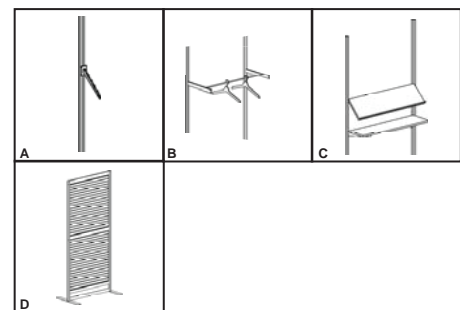
ALL ORDERS MUST BE PREPAID IN FULL

(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA)

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	\$102.00	\$143.00	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 41")	\$510.00	\$714.00	
	3	Storage Counter (White) 80"L X 20"W X 40"H	\$298.00	\$417.00	
	4	Curved Counter (White) 60"L X 20"W X 36"H	\$357.00	\$500.00	
	5	99A Showcase (White/Glass) 40"L X 20"W X 40"H	\$329.00	\$461.00	
	6	99B Showcase (White/Glass) 40"L X 20"W X 40"H	\$340.00	\$476.00	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$360.00	\$504.00	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$446.00	\$624.00	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Balls	\$19.00	\$27.00	
	B	Garment Rail 39"W	\$36.00	\$50.00	
	C	Shelves □ Flat □ Angled 37"L X 12"W	\$55.00	\$77.00	
	D	Slatwall Panels - 37"W X 96"H Black (Upgrade for standard panels)	\$158.00	\$221.00	



To Be Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES

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 Regular Price.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
	GST #R104060264

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

Signature

Date

SHOW: Organization of Human Brain Mapping Annual Meeting

**DISCOUNT PRICE
DEADLINE DATE:**

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

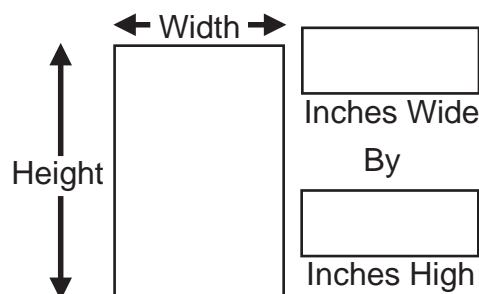
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EXPIRY DATE ____ / ____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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


Sign Sizes	Discount Price	Regular Price
11" x 14"	\$46.00	\$64.00
14" x 22"	\$81.00	\$113.00
22" x 28"	\$104.00	\$146.00
7" x 44"	\$78.00	\$109.00
28" x 44"	\$134.00	\$188.00
40" x 60"	\$295.00	\$413.00

LOGOS ARE NOT INCLUDED IN PRICING
PLEASE PRINT OR TYPE WORDING REQUIRED:**ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE SERVICE DESK.**
Terms & Conditions

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

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date

SHOW: Organization of Human Brain Mapping Annual Meeting

**DISCOUNT PRICE
DEADLINE DATE:**

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

**CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS
METHOD OF PAYMENT FOR THIS SERVICE**

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 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

Straight Time
8:00am - 4:00pm
Monday - Friday

\$89.00 PER HOUR
Overtime
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun

\$133.50 PER HOUR
Double Time
After 6:00pm Mon - Fri After
4:00pm Sat, Sun and
holidays

\$178.00 PER HOUR
EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOUR
INSTALLATION

Set Up Drawings or Photos Attached: ☐ yes ☐ no

Carrier: _____

Delivery Date: _____ Delivery Time: _____ ☐ am ☐ pm
Day / Date/ Month / Year

SUPERVISION
☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES (30% surcharge applies)
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS
DISMANTLING

Carrier: _____

Pick-up Date: _____ Pick-up Time: _____ ☐ am ☐ pm
Day / Date/ Month / Year

SUPERVISION
☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES (30% surcharge applies)
(Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ ☐ am ☐ pm
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS
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.

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

GST #R104060264

Signature

Date

SHOW: Organization of Human Brain Mapping Annual Meeting

**DISCOUNT PRICE
DEADLINE DATE:**

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES)

**CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS
METHOD OF PAYMENT FOR THIS SERVICE**

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
Straight Time
8:00am - 4:00pm
Monday - Friday
\$148.00 PER HOUR
Overtime
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun
\$222.00 PER HOUR
Double Time
After 6:00pm Monday - Friday
After 4:00pm Sat & Sun
& Holidays
\$296.00 PER HOUR
A 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS.
ALL RATES INCLUDE FORKLIFT AND DRIVER (5% GST IS APPLICABLE)
PLEASE COMPLETE THE FOLLOWING:
SUPERVISOR NAME: _____ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: _____
Day Date Month # of Hours # of Forklifts

DISMANTLING TIME REQUIRED: _____
Day Date Month # of Hours # of Forklifts

APPROXIMATE TIMES:
MOVE-IN Start: _____ ☐ am ☐ pm Finish: _____ ☐ am ☐ pm Total Hours: _____

MOVE-OUT Start: _____ ☐ am ☐ pm Finish: _____ ☐ am ☐ pm Total Hours: _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.
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.

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

Signature

Date

GST #R104060264

SHOW: Organization of Human Brain Mapping Annual Meeting

**DISCOUNT PRICE
DEADLINE DATE:**

June 9, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE
ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received by: June 19, 2017
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: _____
- Rate **\$97.00** per 100lbs. (200lb. minimum)
- Shipment(s) received after June 19, 2017 will be charged at the direct shipment rate.

Pounds
DIRECT SHIPMENT(S) TO SHOWSITE:

- Shipment(s) may arrive at Show Site on or after: June 25, 2017
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: _____
- Rate **\$75.00** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds
SMALL PACKAGES: (Maximum 50lbs / Shipment):

- Rate of **\$60.00** First Package
- Rate of **\$40.00** for each additional package (in the same shipment) to a 50lb. Maximum

If over 50lbs., Rates for Advance or Direct Shipments will apply

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

- Shipments of loose, padded or uncrated materials. Special unloading requirements, such as ground side door/ constricted or stacked unloading.
- Shipments without certified weight ticket or proven inaccurate weight ticket.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ Number of Pieces: _____ Total Weight: _____

Goods are scheduled for delivery to: ☐ Show Site ☐ Advance Warehouse

Date goods are scheduled to arrive: _____ Month/Day

Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

**SUBTOTAL
5% GST
TOTAL**

GST #R104060264

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

Signature

Date

ADVANCE WAREHOUSE *SHIPPING LABEL*

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 /** Organization of Human Brain Mapping Annual Meeting
 3985 Still Creek Avenue
 Burnaby, B.C.
 V5C 4E2

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

JUNE 19, 2017

DIRECT TO SHOW SITE SHIPPING LABEL

EXHIBIT SHIPMENT FOR SHOW SITE DELIVERY

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 / Organization of Human Brain Mapping Annual Meeting
Vancouver Convention Centre
West Building
1055 Canada Place
Vancouver, BC, Canada V6C 0C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:

JUNE 25, 2017

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.