



RMA 2022 Convention & Trade Show

Edmonton Convention Centre
November 8, 2022

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

RMA 2022 Convention & Trade Show

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

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

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

PRICING INFORMATION

Advance Price:	Tuesday, October 25, 2022	To take advantage of the Advance Price, all completed forms and <u>full payment</u> must be received on or before this date.
Standard Price:	Show Start Date	The Standard Price will be charged after the Advance Price Deadline Date has passed and up until the first day of event move-in.
On-Site Price:	Monday, November 07, 2022	Orders received on the first day of event move-in through to the completion of the event are subject to the On-Site Price which begins on the date indicated.

PRIVACY POLICY

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



Online Orders

To search for your Show please visit:

<http://ordering.ges.com/c/CA>



Email Orders

Return completed forms to

edmonton@ges.com



Get Assistance

Need additional information?

Tel: 780.469.7767

Toll Free: 1.877.505.7767



SHOW INFORMATION

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

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

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Official Service Provider

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

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Email: edmonton@ges.com

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

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



Show Information

Booth Size: 10' x 10'
Back Wall Drape: 8' backwall, black
Side Wall Drape: 3' sidewall, black

Standard Booth Package Includes:
8' high backwall drape, 3' high sidewall drape,
1 - 6' skirted table, 2- padded chairs

Important Dates - Before the Event

Advance Price Deadline Date: Tuesday, October 25, 2022

Advance Shipments May Arrive at Warehouse: Friday, October 07, 2022 **Warehouse Hours:** 09:00 - 16:00

Post Show Shipments must be picked up from the GES Warehouse by: Wednesday, November 09, 2022 **Warehouse Hours:** 09:00 - 16:00

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

Exhibitor Move-In:
Monday, November 07, 2022 9:00am - 12:00pm (Heavy Equipment Move In)
Monday, November 07, 2022 2:00pm - 6:00pm (General Move In)
Tuesday, November 08, 2022 9:00am- 12:00pm (General Move In)

Show Hours: Tuesday, November 08, 2022 1:00pm - 7:00pm

Exhibitor Move-Out: Tuesday, November 08, 2022 7:00pm- 9:00pm

Facility Must Be Clear By: Tuesday, November 08, 2022 9:00pm

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

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

Advance Shipments May Arrive at Warehouse:
Friday, October 7, 2022
09:00 - 16:00

c/o GES / Event Name
Edmonton Convention Centre
9797 Jasper Avenue, Edmonton Alberta T5J 1N9

Direct Shipments May Arrive At Venue:
Monday, November 07, 2022

Date _____



THIRD PARTY BILLING FORM

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

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* Return this form when a third party (any party other than the exhibiting company) ("Agent") should be billed for services.

STEP 1 - EXHIBITING COMPANY INFORMATION

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

STEP 2 - INDICATE SERVICES TO BE BILLED TO THIRD PARTY

☐ All Services

(If the Third Party is not to be invoiced for "all services", please select specific services below. Exhibitor is required to complete & return the "Credit Card Authorization" with this form if the Third Party is not to be invoiced for all services.

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Rental Exhibits | <input type="checkbox"/> Furnishings & Decor | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> In-Booth Forklift Services | <input type="checkbox"/> Logistics & Shipping |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Carpet & Underpad | <input type="checkbox"/> Labour Services | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Customs Brokerage |
| <input type="checkbox"/> Other (please specify) | | | | |

STEP 3 - THIRD PARTY INFORMATION

Third Party Company Name				
Address	City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone	Email	
Name of Show Site Contact		Phone	Email	

STEP 4 - CREDIT CARD AUTHORIZATION (required for all forms of payment)

Cardholder Name (please print)				
Billing Address	City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone	Email	
Name of Show Site Contact		Phone	Email	
Method of Payment: <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT/Wire Transfer <input type="checkbox"/> Cheque				
Account Number:		Expiry Date:		
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		CVV:		

GES reserves the right to deny any Third Party billing request that is not complete or not received by the Advance Price Deadline Date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by the Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice by the last day of the event, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES' Terms & Conditions of Contract and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by cheque or EFT/Wire Transfer.

TOTAL AND SIGN

Please Sign	I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.	<input checked="" type="checkbox"/>	Authorized Signature
	Total Payment		Authorized Name (please print) Date



PAYMENT POLICY

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ADVANCE PRICING:

To qualify for the Advance Price, orders must be received **with full payment on or before the Advance Price Deadline Date**. Advance Price for online orders and offline (email/fax) orders varies. After the Advance Price Deadline Date has passed, orders will be charged the Standard Price as listed online and on the order forms. Orders without payment will not be processed until payment is received and may be charged the Standard Price.

ON-SITE PRICING:

All orders received beginning on the first day of event move-in, through to the completion of the event, will be charged the On-Site Price. The On-Site Price is calculated at an increase of 20% to the Standard Price listed online and on the order forms.

METHOD OF PAYMENT:

GES accepts VISA, MasterCard, American Express, Debit, EFTs/Wire Transfers and cheques as methods of payment. Purchase Orders are not considered payment. Exhibitors will be charged \$20.00 for cheques returned as NSF.

EFT/WIRE TRANSFER INFORMATION:

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

PAYMENT SCHEDULE:

Payment for all GES products and/or services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklift, and/or Labour Services without a completed "*Credit Card Authorization Form*" on file.

THIRD PARTY BILLING:

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party agent to manage their exhibit and order services on their behalf. GES will agree to this arrangement provided that the EAC/agent makes satisfactory payment arrangements with us. In the event that an authorized EAC/agent does not pay for GES services as agreed upon, the Exhibitor is ultimately responsible for all charges incurred on its behalf. See "*Third Party Billing Form*" included in this manual.

ADJUSTMENTS AND CALCULATIONS:

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

EXHIBITORS MUST PAY 5% G.S.T. ON ALL ORDERS WHEN EXHIBITING IN ALBERTA.

Furnishings

Seating



Plastic Contour Chair



Grey Fabric Side Chair



Grey Fabric Arm Chair



Grey Fabric Counter Stool

Tables & Counters



Coffee Table



End Table - Square



Starbase Table - 40" h
(cocktail table)



Spandex Cocktail
Table Cover



Starbase Table - 30" h



Starbase Table - 18" h
(coffee table)



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



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



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



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

Accessories



Storage Counter with
Front Graphic Panel



Storage Counter



Chrome Sign Holder



Easel



Bag Holder



Vest Stanchions



U-Post Stanchions



Trash Can



Garment Rack on
Wheels



Small Ballot Drum



4' x 8' Posterboard

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



FURNISHINGS ORDER FORM

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Advance Price Deadline Date:
Tuesday, October 25, 2022

Exhibiting Company Name

Booth Number

Name of Primary Contact

Phone

Email



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



ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
300050	Plastic Contour Chair	\$30.25	\$34.50	\$42.00		
FGFSC	Grey Fabric Side Chair	\$53.00	\$60.50	\$73.50		
FGFAC	Grey Fabric Arm Chair	\$54.50	\$62.00	\$75.50		
FGFCS	Grey Fabric Counter Stool	\$115.75	\$131.75	\$160.50		
SPE015-1	White Coffee Table	\$63.00	\$71.75	\$87.50		
SPE015-2	Black Coffee Table	\$63.00	\$71.75	\$87.50		
SPE016-1	White End Table - Square	\$43.75	\$49.75	\$60.50		
SPE016-2	Black End Table - Square	\$43.75	\$49.75	\$60.50		
FPEDT40	Starbase Table - 40"h (cocktail table)	\$116.75	\$133.00	\$162.00		
SCB	Spandex Cocktail Table Cover	\$44.75	\$51.00	\$62.00		
FPEDT30	Starbase Table - 30"h	\$96.50	\$110.00	\$134.00		
FCOFT	Starbase Table - 18"h (coffee table)	\$74.00	\$84.25	\$102.50		
GCSU41-1	Storage Counter with Front Graphic Panel (40"l x 20"w x 40"h)	\$254.75	\$290.00	\$353.50		
GCSU41-2	Storage Counter (40"l x 20"w x 40"h)	\$174.00	\$198.25	\$241.50		
FCSH	22"w x 28"h Chrome Sign Holder	\$63.00	\$71.75	\$87.50		
FESL	Easel	\$53.00	\$60.50	\$73.50		
FBH	Bag Holder - 41"h	\$88.00	\$100.25	\$122.00		
FTS	Tape Stanchions - 7'w	\$54.00	\$61.50	\$75.00		
FCS	Rope Stanchion	\$75.00	\$85.50	\$104.00		
FWB	Cardboard Wastebasket	\$29.25	\$33.25	\$40.50		
FGR	Garment Rack on Wheels	\$60.25	\$68.50	\$83.50		
FSBD	Small Ballot Drum	\$84.00	\$95.75	\$116.50		
F4X8PB	4' x 8' Posterboard - Grey	\$110.25	\$125.50	\$153.00		



GES Terms & Conditions

- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site, some items may not be available and substitutions may be necessary.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.

- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- GES is not responsible for exhibit materials left in rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

Please Sign

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

X

Authorized Signature

Sub-Total for Items
Above

Authorized Name (please print)

Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All



FURNISHINGS ORDER FORM

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ITEM CODE	DESCRIPTION	ADVANCE ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
SKIRTED TABLES - 30" HIGH						
	<i>Circle Colour Choice:</i>					
DT4	4 ft. Long x 2 ft. Wide	Black	Blue	\$106.50	\$121.25	\$147.75
DT6	6 ft. Long x 2 ft. Wide	Burgundy	Green	\$120.00	\$136.75	\$166.50
DT8	8 ft. Long x 2 ft. Wide	Red	Silver	\$128.75	\$146.50	\$178.50
DTS4S	Skirted Fourth Side	White		\$35.75	\$40.75	\$49.50
DTSX	Skirt Exchange			\$47.00	\$53.50	\$65.00
SKIRTED COUNTERS - 42" HIGH						
	<i>Circle Colour Choice:</i>					
RD4	4 ft. Long x 2 ft. Wide	Black	Blue	\$124.00	\$141.25	\$172.00
RD6	6 ft. Long x 2 ft. Wide			\$152.50	\$173.50	\$211.50
RD8	8 ft. Long x 2 ft. Wide	Silver	White	\$187.00	\$213.00	\$259.50
RD4S	Skirted Fourth Side			\$35.75	\$40.75	\$49.50
DTSX	Skirt Exchange			\$47.00	\$53.50	\$65.00
UNSKIRTED TABLES - 30" HIGH						
UD4	4 ft. Long x 2 ft. Wide			\$66.50	\$75.75	\$92.25
UD6	6 ft. Long x 2 ft. Wide			\$80.75	\$92.00	\$112.00
UD8	8 ft. Long x 2 ft. Wide			\$87.00	\$99.00	\$120.50
UNSKIRTED COUNTERS - 42" HIGH						
RUD4	4 ft. Long x 2 ft. Wide			\$101.25	\$115.25	\$140.50
RUD6	6 ft. Long x 2 ft. Wide			\$110.00	\$125.25	\$152.50
RUD8	8' ft. Long x 2 ft. Wide			\$135.75	\$154.75	\$188.50
CUSTOM BOOTH DRAPING						
	<i>Circle Colour Choice:</i>					
D3	3 Ft. High (per linear foot)	Black	Blue	\$9.00	\$10.25	\$12.50
D8	8 Ft. High (per linear foot)	Red	Silver	\$10.25	\$11.50	\$14.00
DB	Baseplate & 8'h Pole	White		\$25.75	\$29.25	\$35.50
DCB	Crossbar - 6' to 10'			\$19.50	\$22.25	\$27.00



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- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability.
- At show site, some items may not be available and substitutions may be necessary.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.

- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

Please Sign

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

X
Authorized Signature

Sub-Total for Items Above

Authorized Name (please print)

Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All

Specialty Furniture

Seating



Fanback Stool



Ladder Back Stool



Low Back Stool



Backless Bar Stool



Leather Pump Stool



Leather Meeting Chair



Executive High Back
Leather Chair



Leather Sofa -
3 Seater



Leather Love Seat -
2 Seater



Leather Club Chair -
1 Seat



Park Bench

Tables



Chrome Coffee Table



Chrome End Table -
Square



Meeting Table -
42" diameter

Accessories



Literature Stand



Rolling TV Stand



Bar Fridge



Cocktail Charging Station
with Backlit Graphics

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



SPECIALTY FURNITURE ORDER FORM

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Exhibiting Company Name

Booth Number

Name of Primary Contact

Phone

Email



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ITEM	DESCRIPTION	ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
FMISC-1	Fanback Stool	\$159.25	\$181.25	\$221.00		
SBCS	Ladder Back Stool	\$159.25	\$181.25	\$221.00		
FMISC-2	Low Back Stool	\$159.25	\$181.25	\$221.00		
FMISC-3	Backless Bar Stool	\$99.75	\$113.75	\$138.50		
SPE019	Leather Pump Stool	\$179.00	\$204.00	\$248.50		
FMISC-4	Leather Meeting Chair	\$137.75	\$156.75	\$191.00		
FHBDC	Executive High Back Leather Chair	\$151.25	\$172.25	\$210.00		
SPE001	Leather Sofa - 3 Seater	\$312.50	\$356.00	\$434.00		
SPE002	Leather Loveseat - 2 Seater	\$259.75	\$295.75	\$360.50		
SPE003	Leather Club Chair - 1 Seat	\$204.00	\$232.25	\$283.00		
SPE015	Chrome Coffee Table	\$107.75	\$122.75	\$149.50		
SPE016	Chrome End Table - Square	\$75.25	\$85.75	\$104.50		
SBMT	Meeting Table - 42" diameter	\$187.75	\$213.75	\$260.50		
FLR	Literature Stand	\$124.00	\$141.25	\$172.00		
FMISC-5	Television - 43"	\$279.75	\$318.75	\$388.50		
FMISC-6	Rolling TV Stand	\$211.75	\$241.25	\$294.00		
FBF	Bar Fridge	\$263.75	\$300.25	\$366.00		
FMISC-7	Cocktail Charging Station with Backlit Graphics	\$480.00	\$546.75	\$666.50		



GES Terms & Conditions

- Colours, sizes and styles may vary slightly.
- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site, some items may not be available and substitutions may be necessary.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.

- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

Please Sign

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

X

Authorized Signature

Sub-Total for Items Above



All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

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



CARPET & UNDERPAD ORDER FORM

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Exhibiting Company Name

Booth Number

Name of Primary Contact

Phone

Email



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ITEM	DESCRIPTION		ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
BOOTH CARPET - STANDARD SIZE		<u>Circle Colour Choice:</u>					
C1010	10' x 10' Carpet	Black Blue	\$208.50	\$237.50	\$289.50		
C1020	10' x 20' Carpet - Inline	Grey Red	\$417.25	\$475.25	\$579.50		
C1030	10' x 30' Carpet - Inline		\$624.25	\$711.00	\$867.00		
BOOTH CARPET - CUSTOM SIZE (per sq.ft., includes Protective Plastic Covering)							
CUSTC2	Booth Size: _____ ft. x _____ ft. = _____ sq. ft. TOTAL	Circle Colour Choice: Black Blue Grey Red	\$2.25	\$2.50	\$2.90		
UNDERPAD (per square foot, installed)							
CACU-1	Booth Size: _____ ft. x _____ ft. = _____ sq. ft. TOTAL		\$1.50	\$1.75	\$1.95		
CACU-2	Booth Size: _____ ft. x _____ ft. = _____ sq. ft. TOTAL		\$3.00	\$3.25	\$3.90		
PROTECTIVE PLASTIC COVERING (per square foot, installed by GES, removed by exhibitor)							
CAPC	Booth Size: _____ ft. x _____ ft. = _____ sq. ft. TOTAL		\$0.50	\$0.50	\$0.45		

PLEASE LET US KNOW:

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



GES Terms & Conditions

- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site, some items may not be available and substitutions may be necessary.
- If a colour is not chosen, GES will choose a colour for you.
- Custom-Cut Carpet includes Protective Plastic Covering.
- Minimum order of 100 sq.ft. for Custom-Cut Carpet and Protective Plastic Covering.

- All ordered received after the Advance Price Deadline Date will be processed at the Standard rate.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

Please Sign

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

X

Sub-Total for
Items Above

All funds listed in Canadian dollars.

Authorized Name (please print)

Date

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



BOOTH CLEANING ORDER FORM

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

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

RMA 2022 Convention & Trade Show
Edmonton Convention Centre
November 8, 2022

Advance Price Deadline Date:
Tuesday, October 25, 2022

Exhibiting Company Name

Booth Number

Name of Primary Contact

Phone

Email



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

INITIAL CLEANING		DAILY CLEANING		ADDITIONAL SERVICES		
On the evening prior to show opening, let GES help your booth look its best. The carpet will be vacuumed & any waste baskets will be emptied.		Daily vacuuming of booth carpet & emptying of waste baskets. Service is performed the night prior to show opening & at the end of each show day.		Completed upon request. For carpet in need of special attention due to food sampling, wood, metal shavings, grease or paint.		
ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
BCICSF	Initial Booth Cleaning - per Sq. Ft.	\$0.55	\$0.60	\$0.70		
BCDCSF-1	Daily Booth Cleaning, 50 - 600 Sq. Ft.	\$0.70	\$0.80	\$0.95		
BCDCSF-2	Daily Booth Cleaning, 601 - 1000 Sq. Ft.	\$0.60	\$0.70	\$0.80		
BCDCSF-3	Daily Booth Cleaning, Over 1000 Sq. Ft.	\$0.55	\$0.60	\$0.70		



GES Terms & Conditions

- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- No cancellation after move-in begins.

- All orders governed by GES' Limits of Liability & Responsibility.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

Please Sign

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

X

Authorized Signature

Sub-Total for Items Above

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

Cancellation Policy: No cancellation after move-in begins.

Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **780.469.7767** or **exhibitorserviceswest@ges.com**

10' x 10' Exhibit Rentals

STANDARD



Model 1



Model 2

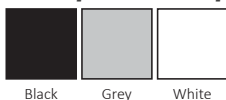


Model 3

ENHANCED



Choice of coloured infill panels



Choice of carpet colour



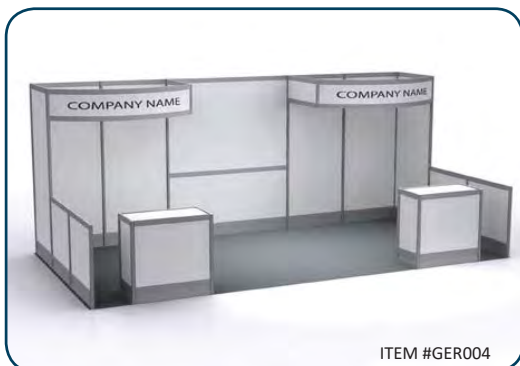
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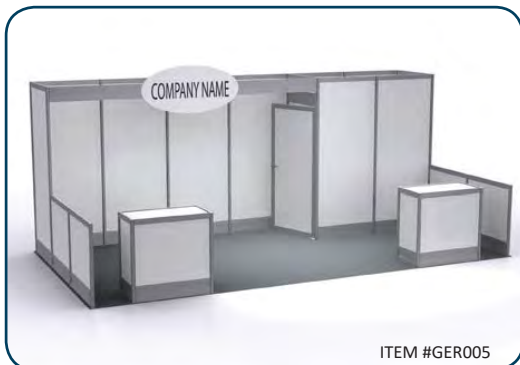
All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **780.469.7767** or **exhibitorserviceswest@ges.com**

10' x 20' Exhibit Rentals

STANDARD



Model 4



Model 5



Model 6

ENHANCED



Choice of coloured infill panels



Choice of carpet colour





RENTAL EXHIBITS ORDER FORM

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

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Booth Number

Name of Primary Contact

Phone

Email



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Order online before the advance price deadline for best pricing



WOW! Your Audience

GES Show Specials can be customized to meet your branding & display goals.

Design a unique space.

Add colour & increase visibility.

Boldly market your products & services.

Contact our Exhibitor Services Department today to add custom graphics to your exhibit.

edmonton@ges.com or **1.877.505.7767**

Upload Your Design Files to:

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

edmonton@ges.com

in the "Recipient Email Address" field.

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

ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
GER001	Model #1 - 10' x 10' incl. structure, carpet & solid-colour panels	\$1,715.25	\$1,953.50	\$2,382.25		
GER002	Model #2 - 10' x 10' incl. structure, carpet & solid-colour panels	\$1,869.00	\$2,128.50	\$2,595.50		
GER003	Model #3 - 10' x 10' incl. structure, carpet & solid-colour panels	\$2,058.25	\$2,344.00	\$2,858.50		
GER004	Model #4 - 10' x 20' incl. structure, carpet & solid-colour panels	\$2,244.00	\$2,555.75	\$3,116.50		
GER005	Model #5 - 10' x 20' incl. structure, carpet & solid-colour panels	\$2,792.75	\$3,180.75	\$3,878.75		
GER006	Model #6 - 10' x 20' incl. structure, carpet & solid-colour panels	\$2,829.25	\$3,222.00	\$3,929.25		
SLW	Logo Added to Booth ID Sign	\$56.25	\$64.00	\$78.00		

Rental Exhibits include: installation & dismantle, solid-coloured wall panels, carpet, printed fascia/header (black font on white background).

Rental Exhibits do not include: graphics, booth cleaning, light fixtures, electrical outlets.

Wall Panels (circle colour choice):

Black

Grey

White

Carpet (circle colour choice):

Black

Blue

Grey

Red

Models #1, #2 & #5 fascia to read: _____

Model #4 fascia to read: Left: _____

Right: _____



- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- 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.
- Changes to the structure design or addition of graphics will result in additional fees.

- Charges are for rental of equipment only. Items remain property of GES.
- GES is not responsible for exhibit materials left in rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

Please Sign

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

X

Authorized Signature

Sub-Total for
Items Above

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

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

Exhibit Accessories & Product Display

Product Display



28" High Pedestal



36" High Pedestal



Multi-Level Pedestal



Storage Counter with Front Panel Graphic - 40"



Storage Counter - 40"



Storage Counter - 80"



Curved Counter



99A Showcase



99B Showcase



99C Showcase



99D Showcase

Exhibit Accessories



Waterfall with Hooks



Grid Panel



Garment Rail



Flat Shelf



Angled Shelf



Slatwall Panel

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



EXHIBIT ACCESSORIES & PRODUCT DISPLAY ORDER FORM

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Booth Number

Name of Primary Contact

Phone

Email



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Order online before the advance price deadline for best pricing



ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
PED001-1	Pedestal - 20"l x 20"w x 28"h	\$109.50	\$124.75	\$152.00		
PED001-2	Pedestal - 20"l x 20"w x 36"h	\$121.75	\$138.75	\$169.00		
GPML	Pedestal - 40"l x 40"w (multi-level)	\$609.50	\$694.25	\$846.50		
GCSU41-1	Storage Counter with Front Panel Graphic - 40"l x 20"w x 40"h	\$254.75	\$290.00	\$353.50		
GCSU41-2	Storage Counter - 40"l x 20"w x 40"h	\$174.00	\$198.25	\$241.50		
GSC	Storage Counter - 80"l x 20"w x 40"h	\$362.75	\$413.00	\$503.50		
GCC	Curved Counter	\$249.00	\$283.50	\$345.50		
F99A	99A Showcase	\$249.00	\$283.50	\$345.50		
F99B	99B Showcase	\$253.25	\$288.25	\$351.50		
F99C	99C Showcase	\$367.00	\$418.00	\$509.50		
F99D	99D Showcase	\$519.00	\$591.00	\$720.50		
GWF	Waterfall with Eight Hooks	\$23.25	\$26.25	\$32.00		
GGP	Grid Panels	\$160.00	\$182.25	\$222.00		
GGR	Garment Rail	\$63.50	\$72.25	\$88.00		
GFS	Flat Shelf	\$53.50	\$60.75	\$74.00		
GAS	Angled Shelf	\$53.50	\$60.75	\$74.00		
GSWP	Slatwall Panels	\$147.00	\$167.50	\$204.00		
GBB	Ballot Bin	\$150.00	\$170.75	\$208.00		
GCOMPC	Computer Counter	\$160.75	\$183.00	\$223.00		

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

Items above are designed to fit GES Rental Exhibits only.

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

Grid Panels can not be installed in corners.



GES Terms & Conditions

- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site, some items may not be available and substitutions may be necessary.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- Charges are for rental of equipment only. Items remain property of GES.
- GES is not responsible for exhibit materials left in rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

Please Sign

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

Authorized Signature

Sub-Total for Items Above

Authorized Name (please print)

Date

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

All funds listed in Canadian dollars.
GST # R123456789



GRAPHICS & DESIGN ORDER FORM

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

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Exhibiting Company Name

Booth Number

Name of Primary Contact

Phone

Email



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Engage Your Audience. Convey Your Message.

Did you know that the GES team can work with you to develop a full branding suite?

From concept to completion, we'll work together to design a collection of graphics that promote your brand & set you apart.

All printed materials are yours to keep and reuse time and time again making this a high-value investment.

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

Ready to get Noticed?

Connect with our innovative Graphics Design team at

edmonton@ges.com

or **1.877.505.7767**

ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
SIG027	8"w x 11"h Vertical Sign with Easel Back	\$17.50	\$19.75	\$24.00		
S488	47"w x 7'h Booth ID Sign	\$101.00	\$115.00	\$140.00		
S2228	22"w x 28"h Vertical Sign	\$137.00	\$156.00	\$190.00		
S3896	38"w x 84"h Vertical Sign with Stand	\$628.00	\$715.25	\$872.00		
SLW	Design Work / Hour	\$56.25	\$64.00	\$78.00		

Upload Your Design Files to:

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

in the "Recipient Email Address" field.

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



GES Terms & Conditions

- All signs must be picked up from the GES Service Desk.
- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- There are no refunds/exchanges on signs.
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event. Charges will be based on dimensions, materials, printing & transportation costs.

TOTAL AND SIGN

Please Sign

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

Authorized Signature

Sub-Total for Items Above

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

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



LABOUR ORDER FORM

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

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

RMA 2022 Convention & Trade Show
Edmonton Convention Centre
November 8, 2022

Save Time! Order Online Today! EXPRESSO

Exhibiting Company Name Booth Number

Name of Primary Contact Phone Email

STEP 1 - ORDER LABOUR

GES Labour is available during install & dismantle of the show and is classified in to three categories - *straight time, over time, and double time.*

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

Over Time: Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm

Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

ITEM CODE	DESCRIPTION	STANDARD PER HOUR	ON-SITE PER HOUR	# of WORKERS	# of HOURS	TOTAL
LINREG / LOREG	Straight Time - Install and/or Dismantle	\$101.00	\$131.50	x	x	
LINOT / LOOT	Over Time - Install and/or Dismantle	\$152.00	\$197.50	x	x	
LINDT / LODT	Double Time - Install and/or Dismantle	\$202.00	\$262.50	x	x	

STEP 2 - INDICATE THE SERVICE

Option A - GES Supervision: Choose GES Supervised Labour if you will not be present when the work is being completed. On most shows and services, there is a minimum surcharge for professional supervision. Remember, if you are selecting GES Supervised Labour, please let us know when you are planning to arrive so that we can schedule accordingly.

☐ **GES Supervised Labour (exhibitor will not be present). 40% surcharge added. Total Above \$ _____ x .40 = \$ _____**
Exhibitor must provide a diagram & instructions detailing final set-up. GES will supervise labour to: *unpack & install display before exhibitor arrives at show site, dismantle & pack the display after show closing.*
Date of Arrival: _____ Time of Arrival: _____

Option B - Exhibitor Supervision: Choose Exhibitor Supervised Labour if you plan to be present when work is being completed. Exhibitor is required to be in the booth, instructing hired labour, at all times. **Scheduling a date and time is necessary for this option.** Exhibitor assumes the responsibility and any liability arising from the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

☐ **Exhibitor Supervised Labour (exhibitor will be present).**
Please estimate: a) the number of workers needed b) the number of hours required per worker.
Show Site Contact: _____ Phone Number: _____

Dates	Start Time	End Time	# of Workers
Install			

Dates	Start Time	End Time	# of Workers
Dismantle			



GES Terms & Conditions

- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth. For all other start times, please check-in at the GES Service Desk 1/2 hour (30 minutes) before the start time requested.
- GES reserves the right to change labourers and/or rates as shifts change.

- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form"**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

Please Sign

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

X
Authorized Signature

Sub-Total for
Items Above

All funds listed in Canadian dollars.

Authorized Name (please print)

Date

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



GES MATERIAL HANDLING

MATERIAL HANDLING SERVICE INFORMATION

GES is Exclusive for on-site material handling services at the Edmonton Convention Centre. Exhibitors are required to use GES to perform this service which includes:

- Receipt, documentation and inspection of your shipment(s) upon arrival
- Unloading of shipment(s) at the show site dock & delivery to your booth
- Removal of containers labeled "empty" from booth to the storage area
- Storage of empty containers during the event
- Return of empty containers to booth after show close
- Movement of outbound shipment(s) from your booth to the loading dock
- Reload of shipment(s) from dock onto your carrier

Exhibitors shipping to the GES Advance Warehouse also receive these additional service benefits:

- Storage for up to 30 days in the Advance Warehouse
- Delivery of shipment(s) from the warehouse to show site
- First-priority unloading status during move-in
- *Loose and/or uncrated materials will not be accepted at the Advance Warehouse*

As the exclusive Material Handling contractor, GES is required to perform this service. Service is charged per hundred weight (CWT) with a 200lbs. minimum **at the expense of the exhibitor.**

All shipments must be accompanied by a Certified Weight Ticket. If no Certified Weight Ticket is available, GES will weigh your shipment(s) on-site and special handling charges will apply. Special Handling rates will also apply to all loose, stacked and/or uncrated shipments. To avoid additional charges, please complete and return the "Material Handling Order Form" included in this manual.

For your convenience, shipping addresses & labels can be found within this manual.

Let GES do the heavy lifting.



MATERIAL HANDLING ORDER FORM

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

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Edmonton Convention Centre

November 8, 2022



Save Time! Order Online Today!

EXPRESSO

Exhibiting Company Name

Booth Number

Name of Primary Contact

Phone

Email

ADVANCE SHIPMENT(S) TO WAREHOUSE

Item Code: MHADWT

Shipment(s) must be received between:

Friday, October 07, 2022

AND

Thursday, November 03, 2022

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

lbs.

\$91.50 per 100lbs. (200lbs. \$183.00- Minimum charge)

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

DIRECT SHIPMENT(S) TO SHOW SITE

Item Code: MHDIRWT

Shipment(s) may arrive at Show Site on:

Monday, November 07, 2022

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

lbs.

\$72.00 per 100lbs. (200lbs. \$144.00- Minimum charge)

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

POST SHOW SHIPMENT(S) TO WAREHOUSE

Item Code: MHPSS

Shipment(s) must be picked up by:

Wednesday, November 9, 2022

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

lbs.

\$80.00 per 100lbs. (200lbs. \$160.00-Minimum charge)

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

SPECIAL HANDLING (40% SURCHARGE PER SHIPMENT)

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

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

PLEASE COMPLETE THE FOLLOWING:

Name of Carrier:

Number of Pieces:

Date goods are scheduled to arrive on:



GES Terms & Conditions



- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.

- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Gratuities, in any form, are prohibited.
- GES' Limits of Liability & Responsibility apply to this service.
- Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

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

X

Authorized Signature

Please Sign



Authorized Name (please print)

Date

Sub-Total for
Items Above

All funds listed in Canadian dollars.

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



IN-BOOTH FORKLIFT ORDER FORM

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

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RMA 2022 Convention & Trade Show

Edmonton Convention Centre
November 8, 2022



Exhibiting Company Name	Booth Number
Name of Primary Contact	Phone
	Email

STEP 1 - ORDER IN-BOOTH FORKLIFT SERVICE

In-Booth Forklift service may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery. This service is required for placing equipment and materials weighing 200lbs. or more. Service includes a GES supplied forklift & operator.

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

Over Time: Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm

Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

ITEM CODE	DESCRIPTION	STANDARD PER HOUR	ON-SITE PER HOUR	# of WORKERS	# of HOURS	TOTAL
IBIRFL / IBORFL	Straight Time - Install and/or Dismantle	\$144.50	\$188.00	x	x	
IBIOTFL / IBOOTFL	Over Time - Install and/or Dismantle	\$216.00	\$281.00	x	x	
IBIDTFL / IBODTFL	Double Time - Install and/or Dismantle	\$289.00	\$375.50	x	x	

STEP 2 - INDICATE THE SERVICE

Exhibitor Supervision: As the Exhibitor, you are required to be present in the booth at all times when work is being completed. **Scheduling a date and time is necessary.** Exhibitor assumes the responsibility and any liability arising for the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.



Exhibitor Supervised Labour (exhibitor must be present).

Please estimate: a) the number of workers needed b) the number of hours required per worker.

Show Site Contact: _____ Phone Number: _____

As part of this service, I will require GES to provide the following type(s) of work: **(circle all that apply)**

Uncrating Unskidding Positioning Leveling Dismantling Recrating Reskidding

Install

Dates	Start Time	End Time	# of Workers

Dismantle

Dates	Start Time	End Time	# of Workers



GES Terms & Conditions

- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth. For all other start times, please check-in at the GES Service Desk 1/2 hour (30 minutes) before the start time requested.
- GES reserves the right to change labourers and/or rates as shifts change.

- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

Please Sign

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

X
Authorized Signature

Sub-Total for
Items Above

All funds listed in Canadian dollars.

Authorized Name (please print)

Date

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

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

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES

6292 - 50 St. NW

Edmonton, Alberta T6B 2N7

Shipments Should Arrive:

Friday, October 07, 2022 - Thursday, November 03, 2022

09:00 - 16:00

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

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

(Name of Carrier)

Number of Pieces



A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

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(Name of Event)

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(Name of Carrier)

Number of Pieces



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

D

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES

9797 Jasper Avenue, Edmonton Alberta T5J 1N9

Shipments Should Arrive:

Monday, November 07, 2022 - Tuesday November 08, 2022

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

(Name of Carrier)

Number of Pieces



D

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O:

GES

9797 Jasper Avenue, Edmonton Alberta T5J 1N9

Shipments Should Arrive:

Monday, November 07, 2022 - Tuesday November 08, 2022

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

(Name of Carrier)

Number of Pieces



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

GES is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show safely. Thank you for your cooperation!

Exhibitor Safety Guidelines:

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Apply good housekeeping. Dispose of any waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.



LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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