



Urban Encounters
September 11, 2019
Edmonton EXPO Centre

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

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

Please ensure that you review this section carefully as it contains information, **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:

Expresso Online Ordering
Furnishings
Specialty Furnishings
Modular Exhibit Systems & Accessories
Graphics
Material Handling

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

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

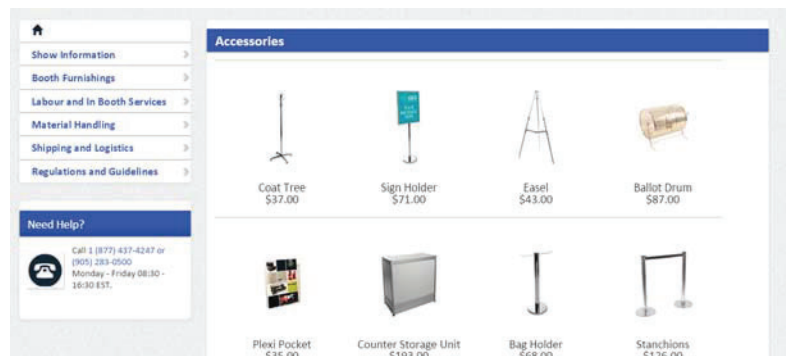
If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767**.



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

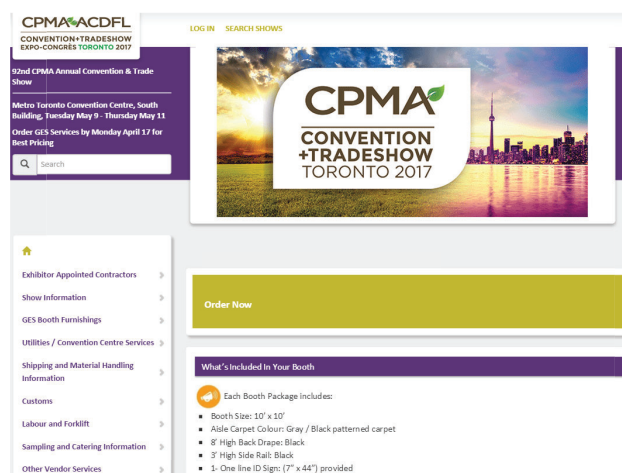
With just a few clicks, exhibitors can order GES products and services through Expresso including:

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



Experience a difference with Expresso.

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





ORDER FORM RECAP

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

SHOW NAME:	Urban Encounters	DISCOUNT PRICE	August 23, 2019
SHOW DATE:	September 11, 2019	DEADLINE DATE:	

TO: **GES Edmonton**
FAX: **780-469-1619**
EMAIL: **edmonton@ges.com**
DATE: _____
FROM: _____
COMPANY: _____
PHONE: _____
EMAIL: _____
SHOW NAME: _____
BOOTH #: _____



To help us ensure we have received your entire order and we have the correct totals, check off those forms you are sending us and complete value section for each form

	GES ORDER FORM (s)	Pg. Total
<input type="checkbox"/>	Credit Card Authorization	\$
<input type="checkbox"/>	Third Party Billing	\$
<input type="checkbox"/>	Furnishings	\$
<input type="checkbox"/>	Specialty Furnishings	\$
<input type="checkbox"/>	Modular Exhibit System Rentals	\$
<input type="checkbox"/>	Modular Exhibit System Accessories	\$
<input type="checkbox"/>	Graphics	\$
<input type="checkbox"/>	Material Handling	\$

Please call to confirm receipt of your order.

To receive Discount Pricing send your order in by the Discount Price Deadline Date noted above.

THANK YOU FROM GES



PAYMENT POLICY INFORMATION SHEET

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

SHOW NAME:

Urban Encounters

DISCOUNT PRICE

DEADLINE DATE:

August 23, 2019

SHOW DATE:

September 11, 2019

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 Price**. Orders without payment cannot be processed until payment is received and may be charged the **Regular Price**.

Method of Payment:

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

Bank Wire Transfer Information:

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

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

PAYMENT SCHEDULE:

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

THIRD PARTY BILLING:

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

ADJUSTMENTS AND CANCELLATIONS:

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

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.

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



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

CREDIT CARD AUTHORIZATION FORM

SHOW NAME: Urban Encounters
SHOW DATE: September 11, 2019

DISCOUNT PRICE: _____
DEADLINE DATE: Friday, August 23, 2019

EXHIBITOR INFORMATION

IMPORTANT - READ CAREFULLY

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

PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION BELOW IF:
- Paying by Credit Card for any service.
- Payment is being forwarded to GES in the form of a cheque.
- There is any possibility that additional service(s) will be ordered on-site.
- Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services will be required.

PLEASE COMPLETE THE FOLLOWING

VISA AMERICAN EXPRESS MASTERCARD EXPIRY DATE: _____
TYPE OF CARD PERSONAL CORPORATE CVV: _____

CARD #

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE/ZIP: _____

TELEPHONE: _____ 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

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

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

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

Signature

Print Name & Title

Date



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THIRD PARTY BILLING AUTHORIZATION FORM

SHOW NAME: **Urban Encounters**
SHOW DATE: **September 11, 2019**

DISCOUNT PRICE DEADLINE DATE: **Friday, August 23, 2019**

EXHIBITOR INFORMATION

IMPORTANT - READ CAREFULLY

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

An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.
Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company's credit card.

Exhibiting Company

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

CREDIT CARD AUTHORIZATION

VISA AMERICAN EXPRESS MASTERCARD EXPIRY DATE: _____
TYPE OF CARD PERSONAL CORPORATE CVV: _____
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

VISA AMERICAN EXPRESS MASTERCARD EXPIRY DATE: _____
TYPE OF CARD PERSONAL CORPORATE CVV: _____
CARD #
CARDHOLDER'S NAME (PRINT): _____
CARDHOLDER'S SIGNATURE: _____

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

PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

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

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

Signature _____ Print Name & Title _____ Date _____



ELECTRONIC FUNDS/WIRE TRANSFER FORM

6292 50th Street, Edmonton, Alberta, Canada, T6B 2N7 Tel: 780.469.7767 Fax: 780.469.1619
edmonton@ges.com www.ges.com/ca

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: _____

GES BANK INFORMATION

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

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

IF YOU ARE SENDING
CANADIAN DOLLARS (\$CDN)



EFT/Direct Deposit

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

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



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

Wire Transfers

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

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

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

Invoice Amount: _____

Date of Transfer: _____

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

Total: _____

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



FURNISHINGS ORDER FORM

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

SHOW NAME: **Urban Encounters**
 SHOW DATE: **September 11, 2019**

DISCOUNT PRICE
 DEADLINE DATE: **Friday, August 23, 2019**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

CREDIT CARD AUTHORIZATION

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

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

FURNISHINGS					SKIRTED TABLES 30" HIGH				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY				
					QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	GREY FABRIC SIDE CHAIR	\$46.00	\$64.50						
	GREY FABRIC COUNTER STOOL	\$100.50	\$141.00			4 FT LONG X 2 FT WIDE	\$94.00	\$132.00	
	GREY FABRIC ARM CHAIR	\$47.50	\$66.00			6 FT LONG X 2 FT WIDE	\$103.50	\$145.00	
	PLASTIC FOLDING CHAIR	\$28.00	\$39.50			8 FT LONG X 2 FT WIDE	\$112.00	\$156.50	
	COFFEE TABLE 18" HIGH ROUND	\$64.00	\$89.50			SKIRTED FOURTH SIDE	\$40.50	\$57.00	
	STARBASE TABLE 30" ROUND 30" HIGH	\$83.50	\$117.00		SKIRTED COUNTER 42" HIGH <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
	COCKTAIL TABLE 30" ROUND 40" HIGH	\$101.00	\$141.50		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	22" X 28" CHROME SIGN HOLDER	\$54.50	\$76.50			4 FT LONG X 2 FT WIDE	\$107.50	\$150.50	
	EASEL	\$46.00	\$64.50			6 FT LONG X 2 FT WIDE	\$132.50	\$185.00	
	SMALL GOLD BALLOT DRUM	\$73.00	\$102.00			8 FT LONG X 2 FT WIDE	\$162.00	\$226.50	
	BAG HOLDER 40" HIGH	\$76.50	\$107.00			SKIRTED FOURTH SIDE	\$49.50	\$69.00	
	TAPE STANCHION (7')	\$47.00	\$66.00		NON SKIRTED 30" HIGH TABLES (VINYL ONLY) <input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT				
	GARMENT RACK ON WHEELS	\$52.00	\$73.00				\$62.50	\$88.00	
	WASTEBASKET	\$25.00	\$35.50		NON SKIRTED 42" HIGH TABLES (VINYL ONLY) <input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT				
	BASEPLATE & 8 FT H POLE	\$22.00	\$31.00				\$118.00	\$165.00	
	6FT - 10 FT CROSSBAR	\$17.00	\$23.50		CUSTOM BOOTH DRAPING <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY				
	BAR FRIDGE	\$229.00	\$320.50		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	SPANDEX COCKTAIL COVER	\$39.00	\$54.50						
	COLOUR: <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE								
	4' X 8' POSTERBOARD - GREY	\$95.50	\$134.00			3' HIGH (PER LINEAR FOOT)	\$7.50	\$10.50	
						8' HIGH (PER LINEAR FOOT)	\$9.00	\$12.50	

TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER 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 MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSTOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

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

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

SIGNATURE _____

DATE _____



furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High Starbase Table



30" Round / 18" High Coffee Table



Spandex Cover for 40" High Cocktail Table



4' and 6' Long Skirted Counter with White Vinyl Top



4', 6', or 8' Long Skirted Table with White Vinyl Top





furnishings



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



Easel

Gold Ballot Drum



Plexi Pocket
(Wall Mountable only,
not self-standing)



40" W x 20" D x 41" H
White Counter Storage Unit



Bag Holder 41" H



Stanchions
6' Belt



Plastic
Wastebasket



SHOW NAME: Urban Encounters
SHOW DATE: September 11, 2019
**DISCOUNT PRICE
DEADLINE DATE:**

Friday, August 23, 2019

EXHIBITOR INFORMATION
CREDIT CARD AUTHORIZATION
BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

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

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

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	Total
	41A (EFBS)	FANBACK STOOL	\$138.50	\$193.50	
	41B (FPEDT)	COCKTAIL TABLE 30" ROUND 40" HIGH	\$101.00	\$141.50	
	42A (EBLBS)	LEATHER BISTRO STOOL	\$163.00	\$228.00	
	43A (EGFBS)	FABRIC BISTRO STOOL	\$178.00	\$249.00	
	44B (EBMT)	42" MEETING TABLE	\$163.00	\$228.00	
	45A (EGFC)	LEATHER MEETING CHAIR	\$119.50	\$167.00	
	(EBLHC)	EXECUTIVE LEATHER HIGH BACK ROLLING CHAIR	\$158.00	\$221.00	
	(EBLS3)	BLACK LEATHER SOFA - 3 SEATER	\$271.50	\$380.00	
	(EBLS2)	LEATHER LOVESEAT - 2 SEATER <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$225.50	\$315.50	
	(EBLS1)	LEATHER SOFA CHAIR - 1 SEAT <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$177.00	\$247.50	
	(ECTC3)	LONG COFFEE TABLE <input type="checkbox"/> BLACK <input type="checkbox"/> CREAM <input type="checkbox"/> WHITE	\$78.00	\$109.50	
	(EETC3)	END TABLE SQUARE <input type="checkbox"/> BLACK <input type="checkbox"/> CREAM <input type="checkbox"/> WHITE	\$54.50	\$76.50	
	(FLR)	LITERATURE RACK	\$107.50	\$150.50	
	(FMISC)	SPANDEX COCKTAIL COVER <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE	\$39.00	\$54.50	
	(FMISC)	ROLLING TV STAND	\$184.00	\$257.50	
	(FMISC)	TELEVISION - AVAILABLE UPON REQUEST			


TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER 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 MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

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

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

 SIGNATURE

 DATE

8' x 10' Exhibit Rentals

STANDARD

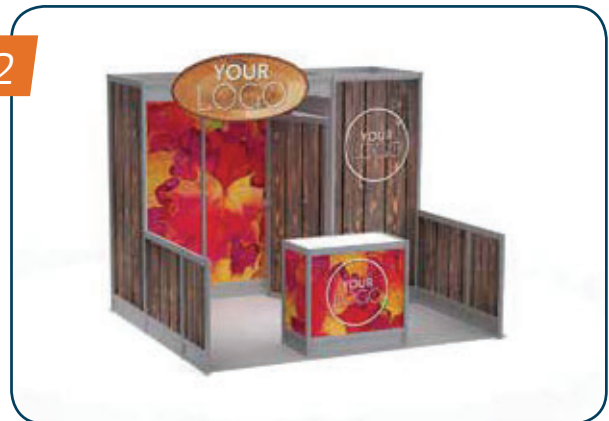


Model 1

ENHANCED



Model 2



Model 3



Choice of coloured infill panels



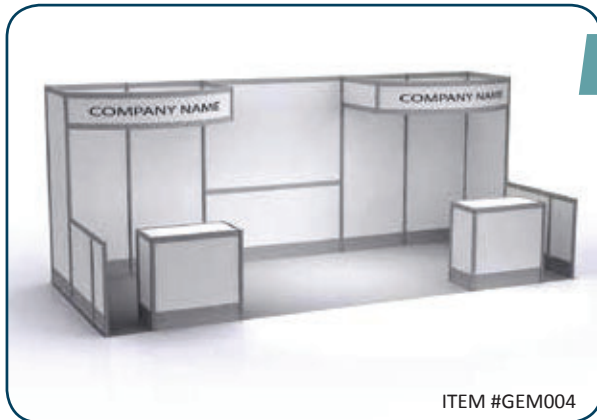
Choice of carpet colour



To upgrade with graphics,
contact our Exhibitor
Services team: 780.469.7767
edmonton@ges.com

8' x 20' Exhibit Rentals

STANDARD

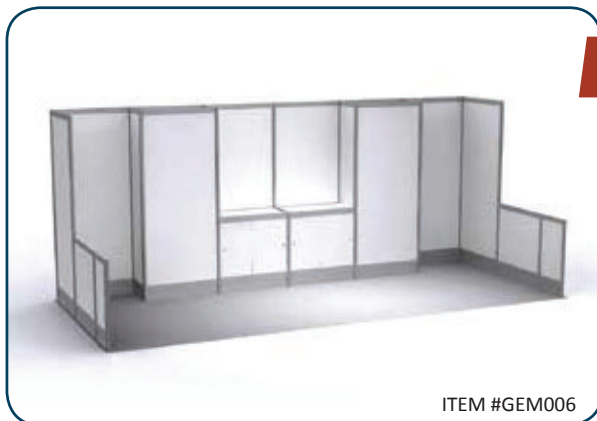


Model 4

ENHANCED



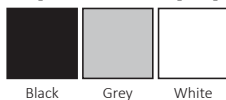
Model 5



Model 6



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact our Exhibitor
Services team: 780.469.7767
edmonton@ges.com



GES 8' STANDARD EXHIBITS

SHOW: Urban Encounters

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

ADVANCE PRICE DEADLINE DATE: Friday, August 23, 2019

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

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

Item #	Advance Price	Regular Price	Item #	Advance Price	Regular Price
GEM001	\$917.70	\$1,311.00	GEM004	\$1,269.10	\$1,813.00
GEM002	\$1,069.60	\$1,528.00	GEM005	\$1,439.90	\$2,057.00
GEM003	\$1,296.40	\$1,852.83	GEM006	\$1,787.80	\$2,554.00

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 SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR

*Upgrade options available. Contact Exhibitor Services.
Other panel colours available upon request. Contact Exhibitor Services.
(All panel & carpet colours subject to availability.)*

ITEM #:

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

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 to be added Custom Header Signs/Logos will be charged \$100.00 extra per sign
You can upload your file(s) to: <https://file.ges.com/>

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

Terms & Conditions

- Payment may be made by cheque up to two weeks prior to the 1st day of move in.
- All orders received after the Advance 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 GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	
GST #104060264RT0001	

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

Signature

Date



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

**MODULAR EXHIBIT SYSTEM
ACCESSORIES
ORDER FORM**

SHOW NAME: Urban Encounters
SHOW DATE: September 11, 2019

DISCOUNT PRICE DEADLINE DATE: Friday, August 23, 2019

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

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

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

QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL
	1	Pedestal 20"L x 20"W 28"H OR 36"H	\$106.00	\$148.00	
	2	Pedestal 40"L x 40"W	\$529.50	\$741.00	
	3	Storage Counter 40"L X 20"W X 40"H	\$154.00	\$215.50	
	4	Storage Counter 80"L x 20"W x 40"H	\$314.50	\$440.50	
	5	Curved Counter 60"L x 20"W x 40"H	\$216.00	\$302.50	
	6	99A Showcase 40"L x 20"W x 40"H	\$216.00	\$302.50	
	7	99B Showcase 40"L x 20"W x 40"H	\$220.00	\$308.00	
	8	99C Showcase 26"L x 26"W x 96"H	\$318.50	\$446.00	
	9	99D Showcase 40"L x 20"W x 96"H	\$450.50	\$630.50	
QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL
	A	Waterfall with Eight Balls	\$20.25	\$28.00	
	B	Grid Panels - 38" W x 44"H Panels	\$141.50	\$198.00	
	C	Garment Rail 39"W	\$55.00	\$77.00	
	D	Shelves, Flat or Angled 40"L x 12"W	\$46.00	\$64.50	
	E	Slatwall Panels - 37"W x 96"H White	\$127.50	\$178.50	
ADDITIONAL ITEMS NOT SHOWN					
		Ballot Bin - 20"L X 20"W X 40"H	\$132.50	\$185.50	
		Computer Counter	\$174.00	\$243.50	

1	2	3	4
5	6	7	8
9	A	B	C
D	E	<p>Showcase 8 & 9 have the option of not being fully enclosed. Accessories A to E are designed to fit GES Hardwall Only</p> <p>All Units Include White Panels</p>	

Please attach diagram of booth indicating locations for grid panels and / or slat wall. Grid panels CANNOT be installed in corners.

TERMS AND CONDITIONS

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

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

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

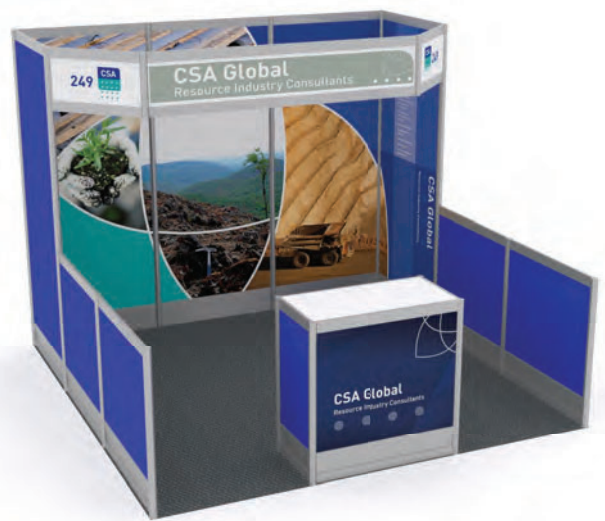
SIGNATURE _____

DATE _____



Graphic Design & Production

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



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

Please contact our office: 780.469.7767 or email: edmonton@ges.com

Please upload files to: <https://file.ges.com/>
(file must be eps, ai, pdf or psd: fonts must be supplied or converted to outlines)



GRAPHICS ORDER FORM

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

SHOW NAME:

Urban Encounters

DISCOUNT PRICE

Friday, August 23, 2019

SHOW DATE:

September 11, 2019

DEADLINE DATE:

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

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

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

CUSTOM GRAPHICS

STANDARD SIGN PRICE LIST

We offer the following services:	QTY	SIGN SIZES	DISCOUNT PRICE	REGULAR PRICE
Vinyl banners single / double sided		8" W x 11" H	\$15.00	\$21.00
Backlit graphics for light boxes and display cases		44" W x 7" H	\$87.50	\$122.50
		22" x 28"	\$118.50	\$166.00
Overlay graphics / custom fit		38" x 84" Vertical Sign w/ feet	\$545.00	\$763.00
Printing on unique materials		28" x 44"	\$152.50	\$213.00
Double sided applications		40" x 60"	\$286.00	\$400.50
Carpet / floor decals		Design Work / Hour	\$76.50	\$107.50
Custom pop-up banner displays		Pop-Up Banner Stand w/Case	Call or email for pricing & availability	

PLEASE UPLOAD ARTWORK HERE: <https://file.ges.com/>

Enter edmonton@ges.com in the "Recipient Email Address" field. PLEASE INCLUDE: Company name, event name, and booth number under "Comments."

*If you do not have a print file to submit, please write the text and description for your sign order below

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

Custom sizes available - Call or email for info and pricing!

TERMS AND CONDITIONS

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

THERE ARE NO REFUNDS / EXCHANGES ON SIGNS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPENCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

Please ensure artwork is high-res PDF or EPS format

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

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

SUBTOTAL

GST 5%

TOTAL

INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET

SIGNATURE

DATE



GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

What is material handling?

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

What types of material handling do you offer?

Depending on the show and facility, we can provide:

Advanced Show Storage

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

Direct to Show site

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

Post Show Storage

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

Advanced Show Storage

Benefits of Advance Shipping to the GES Warehouse

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

How to ship in Advance to the GES Warehouse

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

Direct to Show site Shipping

How to Ship to Exhibit Site

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

Post Show Storage

Benefits of Post Show Shipping to the GES Warehouse

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

How to ship Post Show to the GES Warehouse

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



GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

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- Avoid forced freight charges.

How to ship Post Show to the GES Warehouse

- Complete the Post show storage material handling order form and send in before show.
- Remove all old shipping and empty storage labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- Contact your carrier to pick up from GES Warehouse within 3 business days of show closing.



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

MATERIAL HANDLING ORDER FORM

SHOW NAME:	Urban Encounters	DISCOUNT PRICE DEADLINE DATE:	Friday, August 23, 2019
SHOW DATE:	September 11, 2019		

EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION
BOOTH #: _____ COMPANY: _____ STREET: _____ CITY: _____ PROV/STATE: _____ CODE: _____ EMAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____		NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM A 40% SURCHARGE WILL APPLY TO ALL ORDERS PLACED AFTER THE DEADLINE DATE

CREDIT CARD AUTHORIZATION FORM MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE
Check which apply.

ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received by: **Wednesday, September 4, 2019**

- Estimated Weight of Shipment(s) - Rounded up to the nearest 100 lbs. **POUNDS:**

- Advance Warehouse Rate: **\$ 69.50** per 100 lbs. (200lb min. charge)

- Shipment(s) may arrive on or after: **Friday, August 9, 2019**

DIRECT SHIPMENT(S) TO SHOWSITE:

NOT AVAILABLE AT VENUE

Shipment rates: \$172.00 per hour (After Deadline Price) / \$250.50 per hour (After Deadline Price)

POST SHOW STORAGE SERVICE:

- Post Show Storage Rate of: **\$ 75.00** per 100 lbs. (200lb min. charge) **POUNDS:**

- This service includes transport back to the advance warehouse address only.

- Shipments may be picked up on: **Friday, September 13, 2019** *Any shipments not picked up after 3 days will be considered forced freight and subject to additional storage charges.

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

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

SMALL PACKAGES: (Maximum 50 lbs. / Shipment)

- Rate of: **\$42.00** for the First Package
- Rate of: **\$11.00** for each additional package(s) (in the same shipment) to a 50lb. Maximum

if shipment is over 50lbs, rates for advance or direct will apply.

PLEASE COMPLETE THE FOLLOWING:

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

Important: Access to facilities varies from venue to venue, please contact GES to ensure your shipment does not exceed the maximum weight and dimensions.

Dimensions of pieces: _____

Date goods are scheduled to arrive: _____ Goods are scheduled for delivery to: Show Site Warehouse

TERMS AND CONDITIONS

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH

- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.

- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING

- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

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

SIGNATURE

DATE

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

ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW:	Urban Encounters
FACILITY:	Edmonton EXPO Centre

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

ADVANCE WAREHOUSE ADDRESS	GES Canada 6292 50 St. Edmonton, AB T6J 2N7
--	--

CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER **OF** **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

Wednesday, September 4, 2019

BETWEEN 9AM AND 4PM MONDAY - FRIDAY



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.