

February 25 - 28, 2016 BMO Centre, Stampede Park

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

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

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

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

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

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of Monday February 8, 2016 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 G.S.T. when exhibiting in Alberta.

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





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

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

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





Expresso[™]

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

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

Experience a difference with Expresso.

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







#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

DISCOUNT PRICING:

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

METHOD OF PAYMENT:

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

BANK WIRE TRANSFER INFORMATION:

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

NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.

PAYMENT SCHEDULE:

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

THIRD PARTY BILLING:

You may arrange for an exhibit house or other agent to manage your exhibit & order services on your behalf. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM.**

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to your invoice <u>will not be made after the close of the show.</u> Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

ALL EXHIBITORS MUST PAY 5% GST ON ALL ORDERS.



CREDIT CARD AUTHORIZATION

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

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SHOW: Calgary Home + Garden Show 2016	February 8, 2016
EXHIBITOR INFORMATION	IMPORTANT - READ CAREFULLY
BOOTH #: COMPANY STREET CITY PROV/STATE CODE E-MAIL PHONE FAX CONTACT NAME	Please fill out The Credit Card Authorization below if: - You or your company are forwarding payment to GES in the form of a cheque There is any possibility you or your representative will be ordering any service on-site You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.
PLEASE COMPLETE TH MASTERCARD VISA AMERICAN EXPRESS CORPORATE PERSONAL	
CARD #	
Cardholder's Billing Address:	
City: Prov/State:	Code/Zip:
Tel: F	ax:
This authorization allows GES to charge any fees outstand (including funds owed due to a che	

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



ORDER FORM CHECKLIST

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

	TO: FAX: DATE: FROM: SHOW NAME: COMPANY: BOOTH #:	GES (403) 243-3868 Calgary Home + Garden Show 2016
✓	check of	we have received your entire order, please ff those forms you are sending us: Third Party Billing Credit Card Authorization Furnishings Carpet & Underpadding Exhibit Accessories Signs
		Installation & Dismantle Labour Services Material Handling

Please call to confirm receipt of your order.

To receive Discount Pricing send your order in
by the Discount Price Deadline Date - February 8, 2016

Thank you from GES





furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Steno Chair



30" Round / 30" High Pedestal Table



30" Round / 18" High Coffee Table



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



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







Gold Ballot Drum







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



Plexi Pocket

White Counter Storage Unit

Bag Holder 41"H





40" W x 20" D x 36" H



FURNISHINGS ORDER FORM

#3030 - 26	00 Portland St. SE Calgary,	Alberta, T2	G 4M6 Te	l: (403) 243	-2212 Fa	ax:	(403) 243-3868 Toll F	ree 1-	800-636-8	235 www.	gesexpo.
SHOW:	Calgary Hom	e + Gar	den Sho	w 2016			DISCOUNT PRIC DEADLINE DATE	E	Febr	uary 8, 2	2016
COMPANY	EXHIBITOR BOOTH #:						CREDIT CA		AUTHO VISA	RIZATIO AMI	
						-	EXPIRY DATE		/ /		
	PROV/S						EXHIT DATE _				
<u></u>						\vdash	CA	ARDHOLI	DER NAME		
	NAME								R SIGNATUR		
OOMIAOT	TV/dVIL							IACHED	(PAYABLE T	J GES)	
	(ORI						PAID IN FULL PAYMENT IS RECEIV	VED)			
	FURNIS	HINGS					DRAPED DISPLA	AY TA	ABLES	30" HIGH	
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	□ві	LAC	K BLUE BURGUND	∕ □ GR	REEN RE	D SILVER	☐ WHITE
	Grey Fabric Side Chair	\$37.00	\$52.00		Q ⁻	ΓΥ	DESCRIPTION		DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Counter Stool	\$81.00	\$113.00	<u> </u>			4 Ft. Long x 2 Ft. Wid	е	\$81.00	\$113.00	
	Grey Fabric Arm Chair	 	+				6 Ft. Long x 2 Ft. Wid	е	\$90.00	\$126.00	
	,	\$38.00	\$53.00				8 Ft. Long x 2 Ft. Wid	e	\$97.00	\$136.00	
	Literature Rack	\$80.00	\$112.00				Drape Fourth Side		Add \$3	I 5.00 ea.	
	Cocktail Table 40" High	\$85.00	\$119.00				1				
	30" Round 30" High Pedestal Table	\$71.00	\$99.00		F	RA	ISED DRAPED DIS	SPLA	Y TABL	ES 42" H	lIGH
	30" Round 18" High Coffee Table	\$54.00	\$76.00		'-	BLA	CK BLUE	SIL	VER	☐ WHITE	
	Coat Tree	\$33.00	\$46.00		Q	ΓΥ	DESCRIPTION		DISCOUNT PRICE	REGULAR PRICE	TOTAL
	22" x 28" Chrome Sign Holder (Sign Extra)	\$46.00	\$64.00				4 Ft. Long x 2 Ft. Wide	-	\$93.00	\$130.00	
	Easel	\$39.00	\$55.00	1	i L		6 Ft. Long x 2 Ft. Wid	е	\$114.00	\$160.00	
	Ballot Drum	\$71.00	\$99.00		l L		8 Ft. Long x 2 Ft. Wide	е	\$140.00	\$196.00	
	Garment Rack on Wheels	\$44.00	\$62.00	1	l L		Drape Fourth Side		Add \$3	5.00 ea.	
	White Counter Storage Unit 40" H	\$133.00	\$186.00								
	Bag Holder 41"H	\$65.00	\$91.00	 			CUSTOM B				
	Tape Stanchion	 	 	1			☐ BLACK ☐ BLU 3 Ft. High (Per Linear				ITE
	<u>'</u>	\$41.00	\$57.00		<u> </u>		-		\$6.90	\$9.65	
	Wastebasket	\$22.00	\$31.00		l L		8 Ft. High (Per Linear	Ft.)	\$7.40	\$10.35	
Exhibitor isIf a colour iCharges arGES is notAll claims or	eceived after the Discount Price Date was responsible for all items for the duration is not chosen, GES will choose a coloure for rental of equipment only. All items responsible for exhibit materials left in or discrepancies must be settled at the object of the decade of the colour of the decade of the colour of the decade of the colour of the decade	on of the show. If for you. Is remain the pro GEM rental exh GES Service Ce	operty of GES. hibits or counter entre prior to sho	storage units.	refund on furr	nishi	ngs cancelled		BTOTAL 5% GST TOTAL		04060264
Exhibitor isIf a colour iCharges arGES is notAll claims oNo refunds	s responsible for all items for the duration is not chosen, GES will choose a colour refor rental of equipment only. All items responsible for exhibit materials left in or discrepancies must be settled at the object changes on cancelled draped tables	on of the show. If for you. Is remain the progression of the progres	operty of GES. abits or counter entre prior to sho th draping once	storage units. ow closing. delivered. 50% i				5	5% GST TOTAL		110

Date



CARPET ORDER FORM

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW:	Calgary Home	e + Garder	n Show 2016		UNT PRICE LINE DATE:	ebrua	ary 8, 2016
	EXHIBITOR	INFORMAT	ΓΙΟΝ	С	REDIT CARD AU	THOR	IZATION
						/ISA	MEX
	BOOTH #:					П	
	DDO. VOT				PIRY DATE/		_
	PROV/ST				CARDHOLDER I	NAME	
1					CARDITOLDER	NAIVIL	
					CARDHOLDER SIG	NATURE	
CONTACT NA	ME				CHEQUE ATTACHED (PAY	ABLE TO G	GES)
				BE PREPAI ED UNTIL PAYM	D IN FULL MENT IS RECEIVE	ED)	
				STANDAR t in this section may not	D SIZE receive the same dyelot.		
QTY.	DES	CRIPTION	N	DISCOUNT PRICE	REGULAR PRICE		TOTAL
	10 Ft. X 10 F	t. Single E	Booth	\$153.00	\$214.00		
	10 Ft. X 20 F	t. Double	Booth	\$308.00	\$431.00		
	COLOUR SI	ELECTION	: □BLACK	□BLUE	□GREY □R	ED	
				- CUSTON	1 SI7F		
		If your booth re	quires a size not listed	above, please complete	this section.	_	
воотн si	I ZE: Ft. x	Ft.=	Sq. Ft.	\$1.53/Sq. Ft.	\$2.14/Sq. Ft.		
	COLOUR SI	ELECTION	: □BLACK	□BLUE	□GREY □R	ED	
	UNDERP	ADDING	G PRICE PER SO	UARE FOOT INST	TALLED (100 SQ. FT.	MIN.)	
	ZE: Ft. x		<u>·</u>	<u> </u>	<u> </u>		
PRO1	TECTIVE PLAS	STIC CO	VERING PR	ICE PER SQUARE F	OOT INSTALLED (STA	NDARE	SIZES ONLY)
воотн si	I ZE :Ft. x	Ft.=	Sq. Ft.	\$0.23/Sq. Ft.	\$0.32/Sq. Ft.		
	PLEAS	SE SELECT	ONE FOR CU	JSTOM CARPE	T SIZES ONLY		
IF	ORDERING ELECTRICA	L OR TELECO	MMUNICATIONS S □YES	ERVICES, WILL UN	DER CARPET WIRING	BE REC	UIRED?
Terms & Cor	nditions						
	ceived after the Discount F	Price Date will b	e processed at the F	Regular Price	SUBT	OTAL	
• Exhibitor is	responsible for all items for	the duration of		togular i moo.	5%	GST	
	exchanges on carpets once e for rental of equipment or		main the property of	GES.		OTAL	
 All claims or 	discrepancies must be se	ttled at the GES	Service Centre prio	r to show closing.		J IAL	GST #R104060264
II a COIOUT IS	not chosen, GES will choo	use a colour ior	you. <i>Carpet colour</i> s	subject to avallability.			23(10-1000204
	I have read and und	derstand the	e Terms & Cond	litions of my Agr	eement with GES.		
		Signature			Date	-	



BOOTH CLEANING ORDER FORM

#3030 - 2600 Portland	St. SE Calgary, Alberta, T	2G 4M6 Tel: (40	03) 243-2212	Fax: (403) 243-3	8868 Toll Free 1-800-636-	-8235 www.gesexpo.ca
SHOW: Ca	algary Home + Ga	rden Show 2	2016	DISCOU! DEADLII	NT PRICE NE DATE: Feb	ruary 8, 2016
	EXHIBITOR INFOR	MATION		CR	EDIT CARD AUTHO	ORIZATION
	1 #:				TERCARD VISA	
<u> </u>				EXPIR	RY DATE/	
CITY	PROV/STATE	CODE				
E-MAIL				_	CARDHOLDER NAME	
PHONE	FAX			_	CARDHOLDER SIGNATU	DE .
CONTACT NAME				_	CHEQUE ATTACHED (PAYABLE	
) IN FULL ENT IS RECEIVED)	
INITIAL CLEAR	NING SERVICES	DAILY CL	EANING SE	RVICES	ADDITIONAL CLEA	ANING SERVICES
Performed evening • Carpets vacuu	prior to show opening	and ever	d prior to show ry night at sho duration of sho acuumed kets emptied	w close ow	Performed u For carpet in ne attention due to	ed of special food sampling
					demonstrations metal shavings,	, hair, wood, grease or paint.
R.A	TES		RATES		RAT	ES
DISCOUNT PRICE	REGULAR PRICE	BOOTH SQUARE FOOT	DISCOUNT PRICE	REGULAR PRICE	DISCOUNT PRICE	REGULAR PRICE
\$0.38 / sq.ft.	\$0.53 / sq.ft.	50 - 600 sq.ft.	\$0.55/sq.ft.	\$0.77/sq.ft.	To Be Quoted	N/A
A	1	601-1000 sq.ft.	\$0.45/sq.ft.	\$0.63/sq.ft.	1	
1	B	OVER 1000sq.ft.	\$0.38/sq.ft.	\$0.53/sq.ft.	10	B
☐ Initial (VICE REQUIRED:		_ @	=		
	Cleaning onal Services	Total sq.ft.of Boo	oth \$P	er sq.ft.	Total	
Terms & Conditions					SUBTOTA	\L
All orders received aft	ter the Discount Price Date	will be processed	at the Regular F	Price.	5% GS	
No cancellations afterAll claims or discrepar	· move-in begins. ncies must be settled at the	e GES Service Cer	ntre prior to show	v closing.	TOTA	
	ed by GES Limits of Liability			-	1012	GST#R104060264
I have	read and understan	d the Terms &	Conditions	of my Agree	ement with GES.	001 #IC104000204

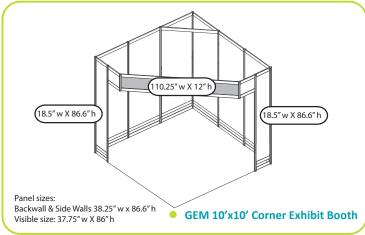
Date



CTIONS

hardwall show specials

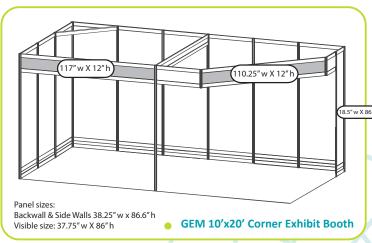




Option #2



Option #3



Option #4

3 Easy Steps -

- 1 Select the model number that suits your needs
- 2 Choose carpet colours on the GEM Show Special order form
- 3 Complete & send order form

Grey indicates custom header sign(s)



graphics show specials





Package A



Package B



Package C



Package D

3 Easy Steps

- Select the option that suits your needs
- Choose carpet color on the GEM Show Special order form
- 3 Complete & send order form



GEM SHOW SPECIAL ORDER FORM

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW:	Calgary Home +	Garden Sh	now 2016			INE DATE		ry 8, 2016
	EXHIBITOR IN					STERCARD	RD AUTHOR	ZATION AMEX
_				_				
					EXP	IRY DATE	1	_
	PROV/STATE			_		CA	RDHOLDER NAME	
	FA:					O/A	NOTICEDEN WANTE	
	IAME	`			-		HOLDER SIGNATURE	
CONTACTIO	AIVIE	Cha	C		•		ACHED (PAYABLE TO GI	ES)
		Sho	W 2	pe	CI	aı		
	→Sp	end less	→Sell	More	→L	ook gre	eat	
/Installed a	nd Dismantled						Regular Pric	e Discount Pric
	fore you arrive	Option 1	l: 10'x10' In	line Boot	th		\$1335.0	955.00
✓ No Truckir		Option 2	2: 10'x10' C	orner Bo	oth		\$995.0	\$715.00
	al Handling Costs	Option 3	3: 10'x20' In	line Boot	th		\$2080.0	0 \$1485.00
	Carpet Choice of Colours Custom Header Sign(s)	-					\$1660.0	•
	es Available	Option 4	l: 10'x20' C	orner Bo	oth		\$1000.0	0 \$1185.00
Indicate Dat	e and Time you plan to arrive	to merchandise	vour exhibit					
	, , , , , , , , , , , ,		,		Date			Time
PLEASE CO	OMPLETE THE FOLLOWING:							
SIZE ORD	DERED PACKAGE 1: 10'x1	0' Inline PACK	AGE 2: □ 10'x10'	Corner PACK	(AGE 3:	10'x20' Inlin	e PACKAGE 4	: □10'x20' Corner
Infill Panel C	olour: White Only Car	pet Colour:	Black	Blue	[Red	□Grey	
10' v 10' lda	entification Sign to Read:	(All pane	l & carpet colo	urs subject i	to availa	bility.)		
	entification Sign to Read: Left				Rig	ht		
	Packages:							
<u> </u>		A: 10x10 Backwa	all \$258.00	☐ PACE	(AGE C:	10x20 Backwa	II \$516.00	
	□PACKAGE	B: 10x10 Inline F	ull Booth \$677.25	 □ PACK	(AGE D:	10x20 Inline F	ull Booth \$903.00	
		(Graphic Pa	ckages based	on print re	ady files	s.)		
Pleas	se upload artwork to: http://www (O l	-	DERS MUST BE	PREPAID I	N FULL		st be supplied or co	nverted to outlines)
Terms & Cond	<u>ditions</u>					•	SUBTOTAL	
•No refunds/ex	ude lighting or electrical service. xchanges once show move-in begins						5% GST	
•All orders rec	discrepancies must be settled prior to eived after the Discount Price Date v	vill be processed at						
•GES is not re	sponsible for exhibit materials left in I have read and understar		•		nt with €	FS	TOTAL	
	- I liave read allu ullueistai			iy Agreemer	it with G		l	GST#R104060264
	Signature			Da	te			



GEM EXHIBIT SYSTEM ORDER FORM

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

#3030 - 2000 FUI lianu 3	t. OL Calgary, Alberta,	12G 4IVIO 1EI. (403) 243-	-2212 F			J-0200 WWW.yesexpo.ca
SHOW: Ca	Calgary Home + Garden Show 2016 DISCOUNT PRICE DEADLINE DATE: February 8, 2016					
E	XHIBITOR INFOR	MATION		CRE	DIT CARD AUTH	ORIZATION
	#:			MAS ⁻	TERCARD VISA	A AMEX
	<i>m</i>					$\overline{\Box}$
· ·			-	FYPIR	Y DATE/	
	PROV/STATE		-		, , , , , , , , , , , , , , , , , , ,	
	TROWSTATE	· · · · · · · · · · · · · · · · · · ·			CARDHOLDER NAM	E
	FAX					
					CARDHOLDER SIGNAT	URE
CONTACT NAME					CHEQUE ATTACHED (PAYABL	E TO GES)
		ORDERS MUST Annot be processi				
Model Number	Discount Price	Regular Price	Mod	el Number	Discount Price	Regular Price
Model #1	\$1,125.00	\$1,575.00	М	odel #6	\$2,235.00	\$3,130.00
Model #2	\$1,210.00	\$1,695.00	М	odel #7	\$2,860.00	\$4,000.00
Model #3	\$1,295.00	\$1,810.00	Model #8		\$2,340.00	\$3,275.00
Model #4	\$1,540.00	\$2155.00	Model #9		\$2,645.00	\$3,700.00
Model #5	\$1,645.00	\$2,300.00	Model #10		\$3,210.00	\$4,495.00
Package Includes: Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign						
Pacl	kage Does <i>Not</i> I	nclude: Cleaning	g, Ligh	t Fixtures	or Electrical Ou	ıtlets
PLEASE COMPLETE T	THE FOLLOWING:	ODEL NUMBER:		I Ingrade ontion	s available. Contact Exhi	hitor Services
				opgrado option	o avanabio. Comact Exim	oner cervices.
Font Colour: Bla	ck					
Infill Panel Colour: Bla	ck Blue	Grey	□ v	Vhite		
Carpet Colour: Bla	ck Blue	Grey	□F	Red	(All panel & carpet colours	subject to availability.)
Models 1, 2, 3, 4, 5, 6, 8 or 9	9 Identification Sign to Read:	<u> </u>				
	Ü					
Models 7 or 10 Identification	Sign to Read: Left:			F	Right:	
Indicate Data 9 Time for Arr	ival:					
Indicate Date & Time for Am		leader Signs/Logos will I	ne charge	ed \$100 00 extr	a ner sign	
	Gustom i	ALL ORDERS MUST	_		a per sign	
	(ORDE	RS CANNOT BE PROCESSI	ED UNTIL I	PAYMENT IS REC	EIVED)	
Terms & Conditions						
•Payment may be made by	cheque up to two weeks pric				SUBTOT	
•Exhibitor is responsible for	all items for the duration of t		æ.		5% 6	331
	quipment only. All items rem ce show move-in begins. All	ain the property of GES. claims or discrepencies must l	be settled p	rior to show closin	_{lg.} TO1	AL
_		rental exhibits or counter stor				GST#R104060264
l ha	ave read and under	stand the Terms & (Conditio	ons of mv A	greement with GES	 S.
				· ··· y / 1	J :	

Date



GEM EXHIBIT ACCESSORIES ORDER FORM

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

EXHIBITOR INFORMATION BOOTH #: Y PROV/STATE CODE ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA) To Pedestal (While) 20°L x 20°W 28°H or 136°H 55° 99A Showcase (White/Glass) 40°L x 20°W x 40°H 5178.00 5249.00 1 99C Showcase (White/Glass) 40°L x 20°W x 40°H 5178.00 5253.00 8 99D Showcase (White/Glass) 26°L x 26°W x 96°H 525.00 \$386.00 8 99D Showcase (White/Glass) 26°L x 20°W x 96°H 5178.00 \$249.00 7 99C Showcase (White/Glass) 26°L x 20°W x 96°H 5178.00 \$253.00 8 99D Showcase (White/Glass) 26°L x 20°W x 96°H 5178.00 \$253.00 8 99D Showcase (White/Glass) 26°L x 20°W x 96°H 5178.00 \$253.00 8 99D Showcase (White/Glass) 26°L x 20°W x 96°H 5178.00 \$253.00 9 Showcase (White/Glass) 26°L x 20°W x 96°H 5178.00 \$253.00 10 Shelves Flat Angled 37°L x 12°W 537.00 \$52.00 11 C armet Rail 39°W 544.00 \$61.00 12 C armet Rail 39°W 544.00 \$61.00 13 C armet Rail 39°W 544.00 \$61.00 14 C armet Rail 39°W 544.00 \$61.00 15 Shelves Flat Angled 37°L x 12°W 537.00 \$52.00 16 Shelves Flat Angled 37°L x 12°W 537.00 \$52.00 17 Soc Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES			or ordana of. of oalgary, Alberta, 120 Hillo	51. (403) 243			03) 243-3868 1011 Free 1-800-636-8235 www.gese
MASTERCARD VISA AMEX	HOV	V:	Calgary Home + Garden Sho	ow 2016			
MPANY			EXHIBITOR INFORMATION				CREDIT CARD AUTHORIZATION
REET			BOOTH #:				■ MASTERCARD ■ VISA ■ AMEX
EXPIRY DATE)MP/	YNA					
PROV/STATE		_					EXPIRY DATE /
ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWGASES (ELECTRICAL SERVICES EXTRA) TY							
CARDHOLDER SIGNATURE						-	CARDHOLDER NAME
NTACT NAME							
ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA) TY # DESCRIPTION DISCOUNT REGULAR PRICE PRICE PRICE PRICE 1 Pedestal (White) 20"L x 20"W 28"H or 36"H \$87.00 \$122.00 2 Pedestal White 40"L x 40"W (Tops are 20" x 20") \$436.00 \$610.00 3 Storage Counter (White) 80"L x 20"W x 40"H \$260.00 \$364.00 4 Curved Counter (White) 80"L x 20"W x 40"H \$176.00 \$249.00 5 99A Showcase (White/Glass) 40"L x 20"W x 40"H \$181.00 \$253.00 7 99C Showcase (White/Glass) 26"L x 26"W x 96"H \$263.00 \$368.00 8 99D Showcase (White/Glass) 40"L x 20"W x 96"H \$371.00 \$519.00 TY # DESCRIPTION DISCOUNT REQULAR PRICE PRICE PRICE REQULAR TOTAL REQULAR							
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6 99B Showcase (White/Glass) 40"L X 20"W X 40"H \$181.00 \$253.00 7 99C Showcase (White/Glass) 26"L X 26"W X 96"H \$263.00 \$368.00 8 99D Showcase (White/Glass) 40"L X 20"W X 96"H \$371.00 \$519.0		4	Curved Counter (White) 60"L X 20"W X 36"H	\$178.00	\$249.00		
7 99C Showcase (White/Glass) 26"L X 26"W X 96"H \$263.00 \$368.00 8 99D Showcase (White/Glass) 40"L X 20"W X 96"H \$371.00 \$519.00 7 # DESCRIPTION DISCOUNT REGULAR PRICE PRICE PRICE PRICE A Waterfall With Eight Balls \$17.00 \$24.00 C Garmet Rail 39"W \$44.00 \$61.00 D Shelves □ Flat □ Angled 37"L X 12"W \$37.00 \$52.00 E Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels) \$102.00 \$143.00		5	99A Showcase (White/Glass) 40"L X 20"W X 40"H	\$178.00	\$249.00		
8 99D Showcase (White/Glass) 40"L X 20"W X 96"H \$371.00 \$519.00 TY # DESCRIPTION DISCOUNT REGULAR PRICE PRICE	Ì	6	99B Showcase (White/Glass) 40"L X 20"W X 40"H	\$181.00	\$253.00		
TY # DESCRIPTION DISCOUNT REGULAR PRICE PR		7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$263.00	\$368.00		
A Waterfall With Eight Balls \$17.00 \$24.00		8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$371.00	\$519.00		5 6 7 8
A Waterfall With Eight Balls \$17.00 \$24.00							
C Garmet Rail 39"W \$44.00 \$61.00 D Shelves	TY	#	DESCRIPTION			TOTAL	
D Shelves		Α	Waterfall With Eight Balls	\$17.00	\$24.00		
E Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels) \$102.00 \$143.00		С	Garmet Rail 39"W	\$44.00	\$61.00		
(Upgrade for standard panels)		D	Shelves □ Flat □ Angled 37"L X 12"W	\$37.00	\$52.00		В "СГ
To Be Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES		Е		\$102.00	\$143.00	 	
To Be Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES	\Box						
	To E	Be Ab	ole To Rent These Accessories, You Must Order a GEM	Hardwall Boo	th From G	ES	D
	eas	e Ati	tach Diagram Of Booth Indicating Locations	For Grid Pa	neis And	or Si	latwall. Grid Panels Cannot Be Installed in Cor
ease Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall. Grid Panels Cannot Be Installed In Cori							SUBTOTAL
ease Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall. Grid Panels Cannot Be Installed In Cornerms & Conditions SUBTOTAL							5% GST
erms & Conditions All items subject to availability.	All it	efur	ido, exeriariges erios erion filore ili begine.	ow closina.			
All items subject to availability. No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.	All it No r All c	laim	·	•			
Perms & Conditions All items subject to availability. No refunds/exchanges once show move-in begins. SUBTOTAL 5% GST	All it No r All c Exhi	laim ibito	r is responsible for all items for the duration of	f the show.	of CES		TOTAL

Date



LABOUR SERVICE ORDER FORM

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel; (403) 243-2212 Fax; (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

#3030 - 2000 1	- Unitario St. SE Calgary, Alberta	1, 12G 4IVIO 16I. (403) 243-22	12 Fax. (403) 243-3666 TOILFTee 1-600-636-6235 Www.gesexpo.ca
SHOW:	Calgary Home + 0	Sarden Show 2016	DISCOUNT PRICE DEADLINE DATE: February 8, 2016
	EXHIBITOR INFO	RMATION	CREDIT CARD AUTHORIZATION
F	BOOTH #:		☐ MASTERCARD ☐ VISA ☐ AMEX
			EXPIRY DATE/
l	PROV/STATE_		EAFIRT DATE
			CARDHOLDER NAME
	FAV		
			CARDHOLDER SIGNATURE
CONTACT NA	ME		CHEQUE ATTACHED (PAYABLE TO GES)
LABOUR RATE	MET ES ARE CHARGED PER PERSON A	THOD OF PAYMENT TAMINIMUM CHARGE OF ONE HO	DUR. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.
	(A 30	% SURCHARGE WILL BE APP	Overtime
	Straight Time		After 4:00pm Weekdays &
	8:00am - 4:00pi	•	All Day Sat, Sun and
	Monday - Frida	y	holidays
	\$ 69.00 PER HO	JR	\$103.50 PER HOUR
E	KHIBITOR MUST REPO	RT TO GES SERVICE	CENTRE TO RECEIVE THEIR LABOUR
	TALLATION		
			otos Attached:
Carrier:		Day / Date/	Delivery Time: □am □pm
SUF	PERVISION DE (Exh	By Exhibitor (Provide Name ibitor MUST be Present to Super	e of Rep): By GES ^{30% surcharge} applies rvise) (Exhibitor does <u>NOT</u> have to be present)
DATE LA	BOUR REQUIRED:	Day / Date/ Month / Year	START TIME REQUIRED: □am □pm
NUMBER	OF PEOPLE REQUIRED	X HOURS	PER PERSON = TOTAL HOURS
DIS	MANTLING		
Carrier:		Pick-up Date:	Month / Year Pick-up Time: □am □pm
	PERVISION	By Exhibitor (Provide Nam	ne of Rep): By GES 30% surcharge applies
	(Ex	hibitor <u>MUST</u> be Present to Supe	ervise) (Exhibitor does <u>NOT</u> have to be present)
DATE LA	BOUR REQUIRED:	Day / Date/ Month / Year	START TIME REQUIRED: □am □pm
NUMBER	OF PEOPLE REQUIRED	X HOURS	S PER PERSON = TOTAL HOURS
We reserveAll claims oUncancelled	bitor is supervising labour the Ex the right to change labourers ar r discrepancies must be settled v d labour will be charged a minim of Liability apply.	within one week of show closing. um fee of 1 hour per person.	
	I nave read and und	erstand the Terms & Cor	nditions of my Agreement with GES.
			GST #R104060264

Date



IN BOOTH FORKLIFT ORDER FORM

#3030 - 2600 Po	ortland St. SE Calgary, Alberta, T	2G 4M6 Tel: (40	03) 243-2212 Fa	ax: (403) 243-3868 To	oll Free 1-800-636-8	235 www.gesexpo.ca
SHOW:	Calgary Home + Ga	den Show 2	2016	DISCOUNT PR DEADLINE DA		uary 8, 2016
	EXHIBITOR INFORI	MATION		CREDIT (CARD AUTHO	RIZATION
В	OOTH #:		_	MASTERCA	RD USA	☐ AMEX
STREET				EXPIRY DATE		
CITY	PROV/STATE	CODE				
E-MAIL					CARDHOLDER NAME	
PHONE	FAX				A DDUOL DED CIONATUD	_
CONTACT NAM	E				ARDHOLDER SIGNATURI E ATTACHED (PAYABLE TO	
IN-BOOTH F	REDIT CARD AUTH METHOL ORKLIFT SERVICE IS AVAILABLE N YOUR BOOTH SPACE. (N THIS SERVICE IS	OF PAYI	MENT FO S REQUIRING AS SE OF 1 HOUR.)	R THIS SER\	/ICE	BITOR MATERIALS
				Overt	ime	<u> </u>
	Straight Time			4:00pm -		
	8:00am - 4:00pm			Monday -	-	
	Monday - Friday	·]	\	3:00am - 4:00p	-	ı J
	\$105.00 PER HO	ノ IIR		\$157.50 PE	P HOLIB	
	•	_	DE ADDI IEI			
	A 30% SURC			O TO ON-SITE OR ER (5% GST IS AF		
PLEASE	COMPLETE THE FOLLO	WING:				
SUPERVIS	OR NAME:		(I	EXHIBITOR MUST	BE PRESENT	TO SUPERVISE)
INSTALLA	TION TIME REQUIRED: _		Date	Month	# of Hours	# of Forklifts
		Day	Date	MOHIH	# OI HOUIS	# OI FOIKIIIIS
DISMANTL	ING TIME REQUIRED:	Day	Date	Month	# of Hours	# of Forklifts
APPROXIM	IATE TIMES:	•				
MOVE-IN	Start:a	m ∏ pm Fi	nish [.]	□am □pm	Total Hours:	
		•				
MOVE-OUT		·			Total Hours:	
SERVICE	S OVER 1 HOUR MINIM	UM WILL BE	CHARGED	IN 1/2 HOUR IN	CREMENTS P	ER FORKLIFT.
Terms & Cond	<u>ditions</u>					
We reserveAll claims or	ust check forklift/driver in and o the right to change labourers a discrepancies must be settled of Liability apply.	nd/or rates as s	hifts change.	g.		
	I have read and unders	tand the Tern	ns & Conditio	ns of my Agreem	ent with GES.	
						GST #R104060264

Date



ACCESSIBLE STORAGE ORDER FORM

#3030 - 2600 Port	tland St. SE Calgary, Alberta, T2G 4M6 Te	કો: (403) 243-2212 ક	-ax: (403)	243-3868 Tol	II Free 1-800)-636-8235 www.gesexpo.ca
SHOW:	Calgary Home + Garden Sho	ow 2016	DISC DEA	OUNT PRI	CE [E:	ebruary 8, 2016
	EXHIBITOR INFORMATION			CREDIT C	ARD AU	THORIZATION
BO	OTH #:			MASTERCA	RD 🔲	VISA AMEX
	· · · · · · · · · · · · · · · · · · ·				$\overline{1}$	
				EXPIRY DATE		
	PROV/STATECOD		- '	EXPIRT DATE		
			-		CARDHOLDER	NAME
			-		CARDHOLDER	INAIVIE
PHONE	FAX		-	CA	ARDHOLDER SI	GNATURE
CONTACT NAME				CHEQUE	ATTACHED (PA	YABLE TO GES)
CRI	EDIT CARD AUTHORIZA METHOD OF P	•				LETED AS
	ACCESS	IBLE STOR	RAGE	FEES:		
Additio	<i>Initial:</i> \$57.00 per o <i>nal</i> : Access to storage labour call @ \$35.00 pe	area will be	charg	jed a mi	nimum	of a 1/2 hour
			A	CCESSI	RECOF	RD
COMPAN	Y NAME (as will appear on label)	Date Accessed	Time	Labour Time	CSR	Company Rep. Signature
	THAME (as will appear on label)	II I				
	BOOTH #	II I				
		II I				
		II I				
 	# OF PIECES	II I				
		II I				
Description	of pieces (crates, boxes, skids etc.)	II I				
		.				
		<u>]</u>				
		JI I				
		Notes:				
		∤				
	DI EAGE DOWN		BE			NIM
	PLEASE PRINT	ALLLA	/REI	LS CL	_EAF	KLY!
Terms & Condi	tions					
 Any boxes req 	required for every piece requiring accessit uiring skidding is subject to a labour call cl ole for any damaged or lost goods while in	narge.	tid = 1 piec	ce or 1 crate/bo	ox = 1 piece	e)
	ave read and understand the Terr	•	of my A	greement v	vith GES.	
						GST #R104060264
	Signature			Date		



Please Print Name: _

ADVANCED WAREHOUSE ORDER FORM

#3030 - 2600 Portland St. SE Calgary, Alberta, T2G 4M6 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

Warehouse Location: #3030 - 2600 Portland St. SE, Calgary, Alberta, Canada T2G 4M6

BILLING INFORMATION	
Company Name:Address:	Crated or Loose Items: YES NO
City: Prov/State: Postal Code:	Customs Paperwork Attached: YES NO If yes, Customs Broker:
Contact: Phone:	Contact:
Fax:Email:	Phone:
I will be shipping to:	SHOW SITE
DESTINATION	
Show Name: Calgary Home + Garden Show Facility:	/ 2016 Booth # :
Address:	Delivery Date: Delivery Time:
City: Prov/State:	
Company Name:	
Contact:	Phone:
ITEMS TO BE SHIPPED SERVICE WILL I	BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS
TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES ESTIMATED WEIGHT
CARTONS (CARDBOARD)	H x Wx L
CASES/TRUNKS (FIBRE) COLOUR:	H x Wx L
CRATES (WOODEN)	H x Wx L
SKIDS/PALLETS	H x Wx L
CARPET/COLOUR:	H x Wx L
OTHER LIST:	H x Wx L
TOTAL	TOTAL WEIGHT
	AREHOUSE: \$38.00 PER 100LBS. min. 300lbs
	ot include Material Handling Services and charges.
	CES INCLUDES DELIVERY TO SHOW SITE ONLY
	TERIALS DIRECTLY FROM SHOW SITE AT CONCLUSION
PAYMENT OPTIONS	
	ASTERCARD AMERICAN EXPRESS
CREDIT CARD NUMBER:	
	CARDHOLDER SIGNATURE:
TERMS & CONDITIONS	
tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alt deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping lab commodity description, otherwise shipment shall be described as exhibition materials. 1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, o material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for lo show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work sto damage to the specific article which is lost or damaged, and in any event GES's maximum liability shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, pedamage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7 exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms	
By signing this order form, shipper agrees to be bound	-
X	Date:

ADVANCE WAREHOUSE SHIPPING LABEL

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE SHIPPER: (Name of Company where shipment originates.) TO: (Name of your exhibiting Company at the show.) BOOTH NUMBER: _____ (Your booth number at the show.) C/O: GES / Calgary Home + Garden Show 2016 #3030 - 2600 Portland St. SE Calgary, Alberta, Canada **T2G 4M6** CARRIER: ____ (Name of your Transportation Company) OF NUMBER PIECES **ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE: February 18, 2016**

DIRECT TO SHOW SITE SHIPPING LABEL

SHIPPER: (Name of Company where shipment originates.) TO: (Name of your exhibiting Company at the show.) BOOTH NUMBER: (Your booth number at the show.) C/O: GES / Calgary Home + Garden Show 2016 Stampede Park BMO Centre 20 Roundup Way S.E. Calgary, Alberta, Canada T2G 2W1 CARRIER:

Please refer to your assigned freight move-in times

OF

NUMBER

(Name of your Transportation Company)

PIECES



LIMITS OF LIABILITY & RESPONSIBILITY

#3030, 2600 Portland St. SE, Calgary, Alberta, T2G 4M6 Tel: 403-243-2212 Fax: 403-243-3868 Toll Free: 1-800-636-8235 www.gesexpo.ca

- 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 impracticle 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 dispostion 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.