



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

Western Manufacturing Technology Show

Edmonton EXPO Centre
May 30 - June 1, 2023

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

Western Manufacturing Technology 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:	Friday, May 12, 2023	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:	Friday, May 26, 2023	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:
www.ges.com/find-your-show



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

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Official Service Provider

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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
Side Wall Drape: 3' sidewall

Standard Booth Package Includes:
8' high backwall drape, 3' high sidewall drape

Important Dates - Before the Event

Advance Price Deadline Date: Friday, May 12, 2023

Advance Shipments May Arrive at Warehouse: Tuesday, April 25, 2023

Warehouse Hours: 09:00 - 16:00

Post Show Shipments must be picked up from the GES Warehouse by: Wednesday, June 07, 2023

Warehouse Hours: 09:00 - 16:00

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

Exhibitor Move-In:	Friday, May 26, 2023	08:00 - 16:00	Heavy Machinery Only- By Appointment
	Saturday, May 27, 2023	08:00 - 16:00	General Move In
	Sunday, May 28, 2023	08:00 - 16:00	General Move In
	Monday, May 29, 2023	08:00 - 16:00	General Move In

Show Hours:	Tuesday, May 30, 2023	10:00 - 17:00
	Wednesday, May 31, 2023	10:00 - 17:00
	Thursday, June 1, 2023	10:00 - 14:00

Exhibitor Move-Out:	Thursday, June 01, 2023	14:00 - 22:00	General Move Out
	Friday, June 02, 2023	08:00 - 16:00	Heavy Machinery Only- By Appointment

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:
Tuesday, April 25, 2023
09:00 - 16:00

c/o GES / Event Name
Edmonton EXPO Centre
7300 - 116 Ave. NW
Edmonton, Alberta T5B 0H8

Direct Shipments May Arrive At Venue:
Friday, May 26, 2023
08:00 - 18:00



CREDIT CARD AUTHORIZATION FORM

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

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	

Please indicate if you will be using a Third Party for billing of services:

No Yes (please complete/return the "Third Party Billing Form")

ORDER SUMMARY

PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)	PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)
Show Specials Order Form	\$	Exhibit Accessories Order Form	\$
Rental Exhibits Order Form	\$	Plants & Floral Order Form	\$
Graphics & Design Order Form	\$	Labour Order Form	\$
Furnishings Order Form (2 pages)	\$	In-Booth Forklift Order Form	\$
Carpet & Underpad Order Form	\$	Material Handling Order Form	\$
Specialty Furniture Order Form (2 pages)	\$	Heavy Lift Material Handling	\$

Note: Not all forms/services are available for all events.

Sub-Total for all items + **5% G.S.T** = **Total Payment**

All funds listed in Canadian dollars.
GST # 104060264

CREDIT CARD AUTHORIZATION (required for all forms of payment)

Orders will not be accepted without the receipt of a completed "Credit Card Authorization Form". A completed "Credit Card Authorization Form" be kept on file even if the Exhibitor is paying by cheque or EFT/Wire Transfer (completed "EFT/Wire Transfer Form" required). All services must be pre-paid in full.

Cardholder Name (please print)				
Billing Address	City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone	Email	

Method of Payment: Credit Card EFT/Wire Transfer Cheque

Account Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 Expiry Date:

VISA MasterCard American Express CVV:

This "Credit Card Authorization Form" allows GES to charge any fees outstanding after event close to this credit card (including funds owed due to a cheque returned as NSF).

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 _____
Authorized Name (please print) _____ Date _____



THIRD PARTY BILLING FORM

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Online Savings are Just a Click Away EXPRESSO 

Order online before the advance price deadline for best pricing

*** 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: Credit Card EFT/Wire Transfer Cheque

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date:



--	--	--	--

VISA MasterCard American Express **CVV:**

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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

	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
		<table border="1" style="width: 100px; height: 40px;"></table>	Authorized Name (please print) Date



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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.



NOTICE OF INTENT TO HIRE AN EAC
Western Manufacturing Technology Show
May 30 - June 1, 2023

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an EAC please submit this form along with a valid Certificate of Insurance to **GES** by 30 days prior to show start. The Notice of Intent to use an EAC must be completed for every third party (as well as any other third party ordering or requesting services from **GES** on behalf of Exhibitor) at the above Show.

Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **GES** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company: _____ Booth #: _____

Authorized Name & Title: _____

Yes - We will employ the services of (name of EAC): _____

Certificate of Insurance Attached

Certificate of Insurance to Follow

Full Name of EAC: _____

Complete Address: _____

City, Province/State: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EAC "Show Site" Representative: _____

Type of Service to be performed: _____

Return this form to:
GES c/o Western Manufacturing Technology Show
 Exhibitor Services Department
 6292 50 St. NW, Edmonton, Alberta T6B 2N7
 Ph: 780.469.7767
 edmonton@ges.com
 www.ges.com/ca

GES shall have no liability to any party for damage or injuries caused by exhibitor or its 3rd party agents. It is the exhibitor's responsibility to provide its exhibitor appointed contractors with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Service Manual. Exhibitor agrees to indemnify and defend **GES** for the actions of its agents and exhibitor appointed contractors. The exhibitor is responsible for any losses, damages or injuries that are caused by or attributed to exhibitor appointed contractors that are not covered or provided by exhibitor appointed contractor's insurance.



Exhibitor Questionnaire

Western Manufacturing Technology Show
Edmonton EXPO Centre
May 30 - June 1, 2023

COMPANY INFORMATION

Booth #:	_____	Company Name:	_____
Contact Name:	_____		
Email:	_____		
Phone:	_____	Fax:	_____

ONSITE LEAD INFORMATION

Onsite Lead Contact Name:	_____		
Onsite Lead Mobile #:	_____	Email:	_____

IMPORTANT: Please note that this is NOT an order form.

Individual service order forms must be returned to the applicable show service provider to receive products/services.

Please complete & return this questionnaire to edmonton@ges.com by April 3, 2023.

BOOTH SERVICES

1. Electrical Requirements	2. Communication Lines	3. Booth Carpet	Additional Comments:
Will you be ordering electrical services? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be installing communication lines? Yes <input type="checkbox"/> No <input type="checkbox"/>	Booth carpet will be provided by (please check one): GES <input type="checkbox"/> Other Company <input type="checkbox"/>	
4. Undercarpet Services	5. Compressed Air	6. Plumbing	
Will you be installing electrical/communication lines under your booth carpet? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require compressed air? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require plumbing services? Yes <input type="checkbox"/> No <input type="checkbox"/>	

MOVE-IN / MOVE-OUT SERVICES

7. Transportation	8. Customs	9. Accessible Storage	Additional Comments:
Will you be using the official show carrier, TWI Group? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be using the official customs broker, TWI Group? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you need accessible storage during the event (to replenish giveaways and materials)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Machinery	11. Heavy Lift Services	12. Material Handling	
Will you be displaying machinery? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require heavy lift services for items over 5,000 lbs.? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require forklift services for items under 5,000 lbs.? Yes <input type="checkbox"/> No <input type="checkbox"/>	

OTHER SHOW SERVICES

13. Coolant (Delivery & Removal)	14. Coolant Delivery Date	15. Coolant Removal Date	Additional Comments:
Do you require coolant? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date	Date	
16. Lead Retrieval	17. Hotel	18. Booth Cleaning	19. Booth Catering
Will you require lead retrieval services? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be booking hotel rooms for the event block? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require booth cleaning services? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require booth catering services? Yes <input type="checkbox"/> No <input type="checkbox"/>

Thank you! Your cooperation is appreciated.

Please return the completed questionnaire to edmonton@ges.com by April 3, 2023.



DISCOUNT BOOTH DRAPE PACKAGES

6292 - 50 st. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Fax: 780.469.1619 Toll Free: 1.877.505.7767
 edmonton@ges.com www.ges.com/ca

SHOW: **Western Manufacturing Technology Show**

**DISCOUNT PRICE
DEADLINE DATE:**

May 12, 2023

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

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

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

DISCOUNT BOOTH PACKAGES



PACKAGE A: 10' X 10'

- 1 - 6' Skirted Table- Black
- 2 - Fabric Side Chairs
- 1 - Wastebasket
- 1 - 10' x 10' Carpet- Grey
- 1- 7" x 48" Company Booth Sign

PACKAGE B: 10' X 20'

- 2 - 6' Skirted Table- Black
- 4 - Fabric Side Chairs
- 2 - Wastebasket
- 1 - 10' x 20' Carpet - Grey

QTY	Description	Discount Price	Standard Price	Total
	Package A - 10' x 10'	\$337.00	\$509.00	
	Package B - 10' x 20'	\$549.00	\$824.00	

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

Table Colour: Black Blue Red White

Carpet Colour: Black Blue Grey Red

Terms & Conditions

- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	

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

Signature

Date

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"
(cocktail table)



Spandex Cocktail
Table Cover



Starbase Table - 30"



Starbase Table - 18"
(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



Upright 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:
Friday, May 12, 2023

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
20370400	Plastic Contour Chair	\$43.00	\$49.00	\$59.50		
20370809	Grey Fabric Side Chair	\$74.75	\$85.25	\$103.75		
20370009	Grey Fabric Arm Chair	\$77.25	\$87.75	\$107.00		
20375200	Grey Fabric Counter Stool	\$163.00	\$185.75	\$226.25		
20384080	White Coffee Table	\$89.25	\$101.50	\$123.75		
20384110	Black Coffee Table	\$89.25	\$101.50	\$123.75		
20384130	White End Table - Square	\$61.75	\$70.50	\$85.75		
20384130	Black End Table - Square	\$61.75	\$70.50	\$85.75		
20384060	Starbase Table - 40"h (cocktail table)	\$164.50	\$187.25	\$228.25		
20385200	Spandex Cocktail Table Cover	\$63.00	\$71.75	\$87.50		
20384206	Starbase Table - 30"h	\$136.50	\$155.50	\$189.50		
20384100	Starbase Table - 18"h (coffee table)	\$104.50	\$119.00	\$145.00		
60010560	Storage Counter with Front Graphic Panel (40"l x 20"w x 40"h)	\$358.00	\$407.75	\$497.00		
60010560	Storage Counter (40"l x 20"w x 40"h)	\$358.00	\$407.75	\$497.00		
20320050	22"w x 28"h Chrome Sign Holder	\$89.25	\$101.50	\$123.75		
20320230	Easel	\$74.75	\$85.25	\$103.75		
20320030	Bag Holder - 41"h	\$124.00	\$141.25	\$172.00		
20320220	Tape Stanchions - 7'w	\$76.25	\$86.75	\$105.75		
20320170	Cardboard Wastebasket	\$41.25	\$47.00	\$57.25		
20320110	Garment Rack on Wheels	\$85.25	\$97.00	\$118.25		
20320200	Small Ballot Drum	\$118.00	\$134.50	\$163.75		
20330000	4' x 8' Posterboard - Grey	\$155.50	\$177.00	\$215.75		



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 claims or discrepancies must be settled at the GES Service Centre prior to show closing.

All funds listed in Canadian dollars.



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Advance Price Deadline Date:
Friday, May 12, 2023

Exhibiting Company Name _____ Booth Number _____

Name of Primary Contact _____ Phone _____ Email _____

Online Savings are Just a Click Away
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ITEM CODE	DESCRIPTION	ADVANCE ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
SKIRTED TABLES - 30" HIGH						
		<u>Circle Colour Choice:</u>				
203824	4 ft. Long x 2 ft. Wide	<input type="radio"/> Black	<input type="radio"/> Blue	\$150.00	\$171.00	\$208.25
203826	6 ft. Long x 2 ft. Wide	<input type="radio"/> Burgundy	<input type="radio"/> Green	\$169.00	\$192.50	\$234.50
203828	8 ft. Long x 2 ft. Wide	<input type="radio"/> Red	<input type="radio"/> Silver	\$181.00	\$206.25	\$251.25
203850	Skirted Fourth Side	<input type="radio"/> White		\$50.50	\$57.50	\$70.00
20385000	Skirt Exchange			\$66.25	\$75.50	\$92.00
SKIRTED COUNTERS - 42" HIGH						
		<u>Circle Colour Choice:</u>				
203834	4 ft. Long x 2 ft. Wide	<input type="radio"/> Black	<input type="radio"/> Blue	\$174.25	\$198.50	\$242.00
203836	6 ft. Long x 2 ft. Wide	<input type="radio"/> Burgundy	<input type="radio"/> Green	\$214.25	\$244.00	\$297.50
203838	8 ft. Long x 2 ft. Wide	<input type="radio"/> Silver	<input type="radio"/> White	\$263.50	\$300.00	\$365.75
203851	Skirted Fourth Side			\$50.50	\$57.50	\$70.00
20385000	Skirt Exchange			\$66.25	\$75.50	\$92.00
UNSKIRTED TABLES - 30" HIGH						
20380400	4 ft. Long x 2 ft. Wide			\$93.75	\$106.75	\$130.00
20380600	6 ft. Long x 2 ft. Wide			\$114.00	\$130.00	\$158.25
20380800	8 ft. Long x 2 ft. Wide			\$122.50	\$139.50	\$170.00
UNSKIRTED COUNTERS - 42" HIGH						
20381400	4 ft. Long x 2 ft. Wide			\$142.25	\$162.00	\$197.50
20381600	6 ft. Long x 2 ft. Wide			\$155.00	\$176.50	\$215.00
20381800	8' ft. Long x 2 ft. Wide			\$191.00	\$217.50	\$265.00
CUSTOM BOOTH DRAPING						
		<u>Circle Colour Choice:</u>				
202303	3 Ft. High (per linear foot)	<input type="radio"/> Black	<input type="radio"/> Blue	\$13.00	\$14.75	\$17.75
202308	8 Ft. High (per linear foot)	<input type="radio"/> Red	<input type="radio"/> Silver	\$14.50	\$16.50	\$20.00
202500	Baseplate & 8'h Pole	<input type="radio"/> White		\$36.25	\$41.25	\$50.25
20252000	Crossbar - 6' to 10'			\$27.75	\$31.50	\$38.25



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.
- 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.

Authorized Signature

Sub-Total for Items Above

Authorized Name (please print) _____ Date _____

All funds listed in Canadian dollars.
 GST # 104060264

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.

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

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

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

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Friday, May 12, 2023

Exhibiting Company Name	Booth Number	
Name of Primary Contact	Phone	Email

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ITEM CODE	DESCRIPTION	ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
20375520	Fanback Stool	\$224.25	\$255.25	\$311.25		
20375530	Ladder Back Stool	\$224.25	\$255.25	\$311.25		
20375540	Low Back Stool	\$224.25	\$255.25	\$311.25		
20375550	Backless Bar Stool	\$140.50	\$160.00	\$195.00		
20375560	Leather Pump Stool	\$251.75	\$286.75	\$349.50		
20370950	Leather Meeting Chair	\$193.50	\$220.50	\$268.75		
20370960	Executive High Back Leather Chair	\$213.00	\$242.75	\$295.75		
20372600	Leather Sofa - 3 Seater	\$439.75	\$501.00	\$610.75		
20372650	Leather Loveseat - 2 Seater	\$365.25	\$415.75	\$507.00		
20372700	Leather Club Chair - 1 Seat	\$286.25	\$326.00	\$397.50		
20384130	Chrome Coffee Table	\$61.75	\$70.50	\$85.75		
20384130	Chrome End Table - Square	\$61.75	\$70.50	\$85.75		
DFOF-12	Meeting Table - 42" diameter	\$264.25	\$301.00	\$367.00		
DFBA-7	Literature Stand	\$174.25	\$198.50	\$242.00		
20360030	Television - 43"	\$393.50	\$448.00	\$546.25		
20362000	Rolling TV Stand	\$298.00	\$339.50	\$413.75		
DFBA-1	Bar Fridge	\$370.50	\$422.00	\$514.50		
60001000	Cocktail Charging Station with Backlit Graphics	\$674.25	\$767.75	\$936.25		



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

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

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Name of Primary Contact	Phone	Email

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ITEM CODE	DESCRIPTION	ONLINE	ADVANCE	STANDARD	QUANTITY	TOTAL
BOOTH CARPET - STANDARD SIZE						
	<u>Circle Colour Choice:</u>					
201010	10' x 10' Carpet	<input type="radio"/> Black	<input type="radio"/> Blue	\$293.25	\$333.75	\$407.00
201020	10' x 20' Carpet - Inline	<input type="radio"/> Grey	<input type="radio"/> Red	\$586.50	\$668.00	\$814.50
201030	10' x 30' Carpet - Inline			\$877.50	\$999.50	\$1,218.75
BOOTH CARPET - CUSTOM SIZE (per sq.ft., includes Protective Plastic Covering)						
20050100	<u>Booth Size:</u> _____ ft. x _____ ft. = _____ sq. ft. TOTAL <u>Circle Colour Choice:</u> <input type="radio"/> Black <input type="radio"/> Blue <input type="radio"/> Grey <input type="radio"/> Red	\$3.00	\$3.50	\$4.10		
UNDERPAD (per square foot, installed)						
20000000	<u>Booth Size:</u> _____ (Single Layer) _____ ft. x _____ ft. = _____ sq. ft. TOTAL	\$2.00	\$2.50	\$2.75		
20000200	<u>Booth Size:</u> _____ (Double Layer) _____ ft. x _____ ft. = _____ sq. ft. TOTAL	\$4.00	\$4.75	\$5.50		
PROTECTIVE PLASTIC COVERING (per square foot, installed by GES, removed by exhibitor)						
20000100	<u>Booth Size:</u> _____ ft. x _____ ft. = _____ sq. ft. TOTAL	\$0.50	\$0.75	\$0.65		

PLEASE LET US KNOW:

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



GES Terms & Conditions

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- 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.
 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.



HARDWALL SHOW SPECIALS ORDER

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

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Edmonton EXPO Centre
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Advance Price Deadline Date:
Friday, May 12, 2023

Exhibiting Company Name _____ Booth Number _____

Name of Primary Contact _____ Phone _____ Email _____

Online Savings are Just a Click Away **EXPRESSO**
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**

10'x 10' Show Special Include: **10' x 20' Show Special Include:**

- | | |
|-----------------------------|-----------------------------|
| 1- 6' Skirted Table | 2- 6' Skirted Tables |
| 2- Padded Arm Chairs | 4- Padded Arm Chairs |
| 1- Wastebasket | 2- Wastebasket |

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	ADVANCE	STANDARD	QUANTITY	TOTAL
60001010	Package A - 10' x 10'	\$1102.00	\$1654.00		
60001020	Package B - 10' x 20'	\$1818.00	\$2726.00		
90002620	Logo Added to Booth ID Sign	\$90.25	\$110.00		

Rental Exhibits include: installation & dismantle, solid-coloured wall panels, carpet, printed fascia/header (black font on white background).
Rental Exhibits do not include: booth cleaning, light fixtures, electrical outlets.

Wall Panels (circle colour choice): Black Grey White

Carpet (circle colour choice): Black Grey

Package A - 10' x 10' fascia to read: _____ **Left:** _____

Package B - 10' x 20' fascia to read: _____ **Right:** _____

- GES Terms & Conditions**
- 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.

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.

Rental Exhibits

Hardwall Show Specials



Package A - 10' x 10'



Package B - 10' x 20'

Rental Exhibits



Model 1 - 10' x 10'



Model 2 - 10' x 10'



Model 3 - 10' x 10'



Model 4 - 10' x 20'



Model 5 - 10' x 20'



Model 6 - 10' x 20'

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.



RENTAL EXHIBITS ORDER FORM

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Exhibiting Company Name

Booth Number

Name of Primary Contact

Phone

Email

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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
60000510	Model #1 - 10' x 10' incl. structure, carpet & solid-colour panels	\$2,410.00	\$2,744.75	\$3,347.00		
60000520	Model #2 - 10' x 10' incl. structure, carpet & solid-colour panels	\$2,625.50	\$2,990.00	\$3,646.25		
60000530	Model #3 - 10' x 10' incl. structure, carpet & solid-colour panels	\$2,891.50	\$3,293.00	\$4,015.75		
60000540	Model #4 - 10' x 20' incl. structure, carpet & solid-colour panels	\$3,152.00	\$3,589.75	\$4,377.50		
60000550	Model #5 - 10' x 20' incl. structure, carpet & solid-colour panels	\$3,922.75	\$4,467.75	\$5,448.25		
60000560	Model #6 - 10' x 20' incl. structure, carpet & solid-colour panels	\$3,974.25	\$4,526.00	\$5,519.50		
90002620	Logo Added to Booth ID Sign	\$79.25	\$90.25	\$110.00		

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: _____



Tips

- 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

Authorized Name (please print)

Date

All funds listed in Canadian dollars.
GST # 104060264

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.



GRAPHICS & DESIGN ORDER FORM

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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](tel:1.877.505.7767)

ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
90002610	8"w x 11"h Vertical Sign with Easel Back	\$24.50	\$28.00	\$34.00		
90002610	47"w x 7'h Booth ID Sign	\$24.50	\$28.00	\$34.00		
90002610	22"w x 28"h Vertical Sign	\$24.50	\$28.00	\$34.00		
90002610	38"w x 84"h Vertical Sign with Stand	\$24.50	\$28.00	\$34.00		
90002610	Design Work / Hour	\$24.50	\$28.00	\$34.00		

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 

Authorized Name (please print) Date

All funds listed in Canadian dollars.
GST # 104060264

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.

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Order online before the advance price deadline for best pricing **EXPRESSO** 

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

INITIAL CLEANING		DAILY CLEANING			ADDITIONAL SERVICES	
On the evening prior to show opening, let GES help your booth looks 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
20401050	Initial Booth Cleaning - per Sq. Ft.	\$0.75	\$0.85	\$1.00		
20420000	Daily Booth Cleaning, 50 - 600 Sq. Ft.	\$1.00	\$1.15	\$1.35		
20420010	Daily Booth Cleaning, 601 - 1000 Sq. Ft.	\$0.85	\$0.95	\$1.15		
20425020	Daily Booth Cleaning, Over 1000 Sq. Ft.	\$0.75	\$0.85	\$1.00		



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.

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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Name of Primary Contact	Phone	Email



ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
60010010	Pedestal - 20"l x 20"w x 28"h	\$154.50	\$176.00	\$214.50		
60010020	Pedestal - 20"l x 20"w x 36"h	\$171.75	\$195.50	\$238.25		
60010030	Pedestal - 40"l x 40"w (multi-level)	\$856.50	\$975.50	\$1,189.50		
60010560	Storage Counter with Front Panel Graphic - 40"l x 20"w x 40"h	\$358.00	\$407.75	\$497.00		
60010560	Storage Counter - 40"l x 20"w x 40"h	\$358.00	\$407.75	\$497.00		
60010623	Storage Counter - 80"l x 20"w x 40"h	\$510.00	\$581.00	\$708.25		
60010510	Curved Counter	\$349.75	\$398.50	\$485.75		
20300010	99A Showcase	\$349.75	\$398.50	\$485.75		
20300020	99B Showcase	\$356.25	\$405.50	\$494.50		
20300030	99C Showcase	\$515.75	\$587.50	\$716.25		
20300040	99D Showcase	\$729.00	\$830.25	\$1,012.50		
60080400	Waterfall with Eight Hooks	\$32.75	\$37.25	\$45.25		
60023990	Grid Panels	\$225.00	\$256.25	\$312.50		
20320110	Garment Rail	\$85.25	\$97.00	\$118.25		
60030420	Flat Shelf	\$75.25	\$85.75	\$104.50		
60030430	Angled Shelf	\$75.25	\$85.75	\$104.50		
60021	Slatwall Panels	\$206.75	\$235.50	\$287.00		
60010990	Ballot Bin	\$210.75	\$240.00	\$292.50		
60010990	Computer Counter	\$210.75	\$240.00	\$292.50		

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 # 104060264



PLANTS & FLORAL 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

Western Manufacturing Technology Show
Edmonton EXPO Centre
May 30 - June 1, 2023

Advance Price Deadline Date:
Friday, May 12, 2023

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 **EXPRESSO** 

ITEM CODE	DESCRIPTION	ONLINE ADVANCE	ADVANCE	STANDARD	QUANTITY	TOTAL
20600010	Floor Plant, 2' - 5' High	\$118.00	\$134.50	\$163.75		
20600010	Boston Fern		\$163.75			
20600010	Table Plant, 10" High	\$118.00	\$134.50	\$163.75		
20600010	Mums		\$163.75			
20600010	Fresh Flowers, Standard / Premium / Exotic		\$163.75			

Please Note: Prices for flowering plants may change depending on the type of flowers requested. Use the space below to list the types of flowers you require, along with any specific instructions, and our Exhibitor Services Department will confirm availability & pricing.



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.
- 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.

Authorized Signature

Sub-Total for Items Above 

Authorized Name (please print) _____ Date _____

All funds listed in Canadian dollars.
GST # 104060264

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 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

Western Manufacturing Technology Show
Edmonton EXPO Centre
May 30 - June 1, 2023



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.

Table with 7 columns: ITEM CODE, DESCRIPTION, STANDARD PER HOUR, ON-SITE PER HOUR, # of WORKERS, # of HOURS, TOTAL. Rows include Straight Time, Over Time, and Double Time for install and/or dismantle.

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.

Option A checkbox: 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.
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.

Option B checkbox: 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:

Table for Install: Columns: Dates, Start Time, End Time, # of Workers

Table for Dismantle: Columns: Dates, Start Time, End Time, # of Workers

Tips 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.
- 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.
- Un-cancelled 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 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.



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

Western Manufacturing Technology Show
Edmonton EXPO Centre
May 30 - June 1, 2023

Save Time! Order Online Today! EXPRESS

Exhibiting Company Name _____ Booth Number _____

Name of Primary Contact _____ Phone _____ Email _____

ADVANCE SHIPMENT(S) TO WAREHOUSE Item Code: **10017000**

Shipment(s) must be received between: Tuesday, April 25, 2023 AND Tuesday, May 23, 2023

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

\$128.75 per 100lbs. (200lbs. Minimum charge- \$206.00)

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

DIRECT SHIPMENT(S) TO SHOW SITE Shipment(s) may arrive at Show Site on: **Friday, May 26, 2023**

DESCRIPTION		STANDARD PER HOUR	ON-SITE PER HOUR	# of WORKERS	# of HOURS	TOTAL
Straight Time - Install and/or Dismantle	M-F 8:00am - 4:00pm	\$244.50	\$318.00	x	x	
Over Time - Install and/or Dismantle	M-F 4:00pm - 11:59pm Weekends 8:00am - 4:00pm	\$364.50	\$474.00	x	x	
Double Time - Install and/or Dismantle	Weekends after 4:00pm holidays	\$488.25	\$634.50	x	x	

POST SHOW SHIPMENT(S) TO WAREHOUSE Item Code: **10017500**

Shipment(s) must be picked up by: Wednesday, June 07, 2023

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

\$90.00 per 100lbs. (200lbs. Minimum charge- \$180.00)

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.



**HEAVY MACHINERY HANDLING
(OVER 5,000 LBS.)**

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

SHOW: Western Manufacturing Technology Show	Advance Price Deadline Date: May 12, 2023
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.
COMPANY NAME: _____	Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.
CONTACT NAME: _____	
PHONE: _____	
CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE	

<u>HEAVY MACHINERY HANDLING SERVICES:</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>
The following services are available to Exhibitors based on a minimum 2 man crew, for a 1 hour minimum each.	Monday - Friday 8:00am - 4:00pm	Monday - Friday: 4:00pm - 8:00pm Saturday & Sunday
Rigger/Millwright	\$156.00 per hour	\$217.00 per hour
Forklift with Operator: (5,000lb - 15,000lb)	\$256.00 per hour	\$356.00 per hour
Forklift with Operator: (15,000lb - 30,000lb)	\$339.00 per hour	\$471.00 per hour
Forklift with Operator: (30,000lb - 40,000lb)	\$449.00 per hour	\$623.00 per hour
Forklift with Operator: (40,000lb - 80,000lb)	\$692.00 per hour	\$961.00 per hour

Additional Notes for Heavy Machinery Handling Orders:

- All work will be performed with a minimum of a two-man crew, consisting of a forklift operator and foreman rigger.

To maintain a "Safety First" environment, heavy lifts (requiring forklift capacity in excess of 35,000 pounds), complex lifts and any lift requiring more than one forklift, will require additional manpower for a safe operation. Additional manpower will be assigned at the discretion of GES.
- All Crews – One-hour minimum will apply.

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

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 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.
- GES Limits of Liability & Responsibility apply to this service.

SUBTOTAL	
5% GST	
TOTAL	

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

Signature **Date**



2023 WMTS: MOVE-IN HEAVY EQUIPMENT REGISTER
 (LIST ONLY INDIVIDUAL PIECES OF EQUIPMENT WEIGHING OVER 5,000 LBS.)

Deadline to submit form: **May 1, 2023**



Machine Type	Weight	Height	Base		Crated		Skidded		Pre-Rigged	Special Instructions	Date/Time In (for office use only)
			Length (ft)	Width (ft)	Yes	No	Yes	No			
Company											
Address											
Postal/Zip Code:											
Booth Number (s):											
Booth Carpet Provided By (Please check one of the following): <input type="checkbox"/> GES <input type="checkbox"/> Independent company provided by exhibitor											
Contact:											
E-Mail:											
Phone:											
Fax:											

PLEASE RETURN COMPLETED FORM TO:
edmonton@ges.com

MOVE-IN TIME WILL BE ALLOTTED ONLY WHEN COMPLETED FORM IS RECEIVED AT GES OFFICE.
 RETAIN A COPY OF COMPLETED FORMS FOR YOUR RECORDS.

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:

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:

Tuesday, April 25, 2023 - Tuesday, May 23, 2023

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)



_____ of _____
Number Pieces

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:

Tuesday, April 25, 2023 - Tuesday, May 23, 2023

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)



_____ of _____
Number 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
7300 - 116 Ave. NW
Edmonton, Alberta T5B 0H8

Shipments Should Arrive:
Friday, May 26, 2023 - Monday, May 29, 2023

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

(Name of Carrier)



_____ of _____
Number 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
7300 - 116 Ave. NW
Edmonton, Alberta T5B 0H8

Shipments Should Arrive:
Friday, May 26, 2023 - Monday, May 29, 2023

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

(Name of Carrier)



_____ of _____
Number Pieces



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.

**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.