



Welcome Exhibitors!

2022 Banff - CST Joint Meeting

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the **2022 Banff - CST Joint Meeting**. We trust you'll find the exhibit opportunity to be an effective market place for your products and services.

Listed below is some general information to help with your preparations for this event.

Following is the exhibitor service manual.

Venue: Banff Centre for Conferences - Kinnear Building Room 105

Each **8' wide x 6' deep** draped exhibit booth includes

8' High Backwall Drape & 3' High Sidewall Drape

1 - 6' skirted table (**4' option, see Page 7**)

2 - folding chairs

1 - 700 watt outlet, extension cord with 3 plug ins

Shipping: Please note that the Banff Centre does not handle exhibitor goods. Boxes and displays are to be shipped to GES, not the Centre. GES Canada offers full warehouse and small/direct materials handling services, and is your point of contact for inbound and post-show shipments. Details are included in this package, and each service includes delivery of goods received to your display for exhibitor move-in.

Shipments of skids or large crates are sent to the warehouse in Calgary or direct to showsite.

Courier shipments under 200 lbs, (no skids, loose pieces ship to the GES office in Banff.

For details, refer to the materials handling form on page 3. Ship to address labels are on pages 5-6. Post show, storage charges will apply for courier pick-ups of small shipments from our office. Otherwise, pick ups are from the showsite at tear down. Larger items (over 200 lbs.) need to be picked up during teardown. Storage is not available. If this pick-up cannot be scheduled by your company, GES logistics should be arranged in advance. If you have any questions, please contact our office.

Post-show, proper labelling of shipments by exhibitors is required. Include a waybill and labels from Banff to the destination (and if international, 3 copies of a commercial invoice) for your reps to use at tear down. Or if GES Logistics is hired, **this will be provided for you**

Access: There is no loading dock at this facility (a power tailgate is required for large shipments). Please contact our office if you are concerned about the size of your skid or crates.

Carpet: The exhibit area is carpeted, in taupe. Other colours available, page 9

Power: If you require additional electrical services for your booth, please see page 13.

Exhibit Hours:

Move In / Installation - September 20th (Tuesday), 1:30 PM - 5:00 PM

Move out / Dismantle - September 23rd (Friday), 9:00 AM - 11:00 AM

Following is the exhibitor service manual with information and order forms for a variety of services. Please note there is a discount offered on rental items ordered by **September 2. Branding/Signage needs to be ordered by August 22, and live plants by September 9th**. Please review each of the forms, complete the forms for services you require and return them to our office promptly. The payment & credit card authorization form is provided to summarize and pay for your total order.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our team at **(403) 762-2828**, or you can reach us by email at **BANFF@GES.COM**.

We are looking forward to a successful meeting and appreciate your support.
Thank you for your participation and please let us know if we can assist you in any way.



2022 Banff - CST Joint Meeting

September 19 - 22, 2022

Banff Centre for Conferences

Booth #

Payment & Credit Card Charge Authorization

DISCOUNT DATE:

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

September 2, 2022

COMPANY NAME		EMAIL ADDRESS	
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	EXT	FAX	
CONTACT NAME		DIRECT PHONE OR EXTENSION	

I agree in placing this order that I have accepted GES CANADA payment policy and GES CANADA Terms & Conditions of Contract

PLEASE SIGN

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Payment Policy

Payment for Services - GES CANADA requires payment in full at the time services are ordered. Further, GES CANADA requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative, corrections, and services rendered to your company for this event.

Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on their behalf. GES CANADA reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempt in Canada you must provide a GST Exemption Certificate. Please send the above information to the GES CANADA office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments & Cancellations - No adjustments will be made to bills after the show closes. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or non participation may be subject to cancellation fees of 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES CANADA expenses. A minimum non-refundable deposit of \$25.00 will be applied to the bill.

If you have any questions regarding our payment policy please call GES CANADA at 403.762.2828 or visit the GES CANADA Servicentre at the show.

Please complete the information and return payment in full with your order. GES CANADA accepts American Express, Mastercard, Visa. Purchase orders are not considered payment. If paying by cheque, credit card authorization & info is still required, and cheque must arrive 15 days before show set up. Exhibitors will be charged a \$25.00 fee for NSF cheques.

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

☐ MasterCard

☐ VISA

☐ American Express

Account #

PLEASE SIGN

PRINT CARDHOLDER'S NAME LEGIBLY

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

Material Handling (pg. 3-6)	\$
Furniture & Accessories (pg. 7)	\$
Specialty Items/Plants/Carpet (pg. 9)	\$
Counters & Showcases (pg. 11)	\$
Installation & Dismantle (pg. 12)	\$
Electrical & Lighting (pg. 13)	\$
Transportation & Customs Clearance (pg. 14)	billed separately
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal	\$
5% GST	\$
FULL PAYMENT DUE:	\$
GST # R104060264 2	



2022 Banff - CST Joint Meeting

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Booth #

Material Handling Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

Exhibiting Company Name

Name of Primary Contact

Phone

Email

SHIPMENT(S) TO OFFICE: Small loose Courier shipments under 200 lbs only (pop up cases, boxes)

S Label

Shipment(s) may arrive between: **September 14th -16th & 19th, 2022**

\$155.00 per 100lbs. (200lbs. MAXIMUM)

ADVANCE SHIPMENT(S) TO WAREHOUSE: Shipments requiring longer storage and any skids, large crates, over 200 lbs

A label

Shipment(s) may arrive between: **September 6 - 14, 2022**

\$125.00 per 100lbs. (300lbs. Minimum charge)

DIRECT SHIPMENTS TO GES at Site (Larger shipments that are not available to ship earlier

Contact our office for label

Shipment(s) may arrive **September 20th noon - 2 pm ONLY**

to show site, tailgate truck required

\$135.00 per 100lbs. (300lbs. Minimum charge)

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

SMALL PACKAGES - Pieces 15 LB or less each, boxes,

S label

\$65.00 for first package (15 lbs maximum)

\$38.00 for each additional package (in the same shipment)

Combined weight of all packages must not exceed 45 lbs. Shipments over 45lbs will be charged the advance 100lbs minimum

SPECIAL HANDLING (40% SURCHARGE PER SHIPMENT)

All Shipments that arrive without a materials handling order placed.

All shipments with special loading requirements, such as ground side door, constricted, stacked, padded, uncrated unloading.

PLEASE COMPLETE THE FOLLOWING:

Name of

Carrier/Courier: ☐ GES or:

of pieces:

Waybill / Tracking #'s:

Approx. weight:

Goods are scheduled for delivery to: ☐ Advanced Warehouse ☐ Small to Banff Office

If shipping **internationally**, GES recommends hiring a customs broker. Please contact our office for assistance if required.

☐ I understand my company must provide a Commercial Invoice (and any other required forms) with all shipments into **and out of Canada**, and that I must check that my courier is clearing my goods **free domicile** and my company is responsible for all customs duty and shipping charges for shipments into Canada. Hiring a customs broker is recommended.

☐ Your company must be the importer on record for your shipment.

☐ GES CANADA can not be on ANY customs paperwork, your company is the shipper AND the consignee.

POST SHOW - PICK UPS ARE SCHEDULED BY EXHIBITORS FROM SHOW SITE OR GES OFFICE

IF GES LOGISTICS IS HIRED PICK UP WILL BE SCHEDULED BY GES & WAYBILLS WILL BE PROVIDED AT BOOTH

Small loose courier shipments <200 lbs only picked up GES office, will incur daily storage fees if required.

Up to 45 lbs. - **\$55.00 (\$90.00 arranged on site)** Over 45 - 200 lbs. & Rolling Cases - **\$105.00/100 lbs. pre-ordered (\$148.00 per arranged on site)**

☐ Post Show Storage is required. Proper packaging waybills & customs documents are exhibitors' responsibility - pick ups from GES office (S label)

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Post show storage estimate if required: \$

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT. SEE NEXT PAGE FOR FULL DETAILS

TOTAL ESTIMATED CHARGES: \$

Carry this total to the payment and credit card authorization form

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.

Cancellation Policy: Items cancelled will be charged 10% of original price after deadline date, 100% after goods received



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All orders are governed by the GES CANADA Payment Policy and GES CANADA Terms & Conditions as specified in this Exhibitor Kit.

Material Handling Information

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

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

Benefits of Advance Shipping

- Storage of materials prior to your show.
- Delivery of Shipments to your booth by the beginning of exhibitor move-in (schedule permitting).
- The facility does not have space or procedures for receiving, storing or handling exhibitor freight
- Saves valuable set-up time.

How to ship goods

- Remove all old shipping and empty storage labels.
- Ensure goods are well labeled as yours for this event
- Complete the appropriate Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- If shipping internationally, we recommend using a customs broker that specializes in clearing goods on a temporary basis - the broker assigned to your show is best.
- Your company/representative on site is responsible for all customs documents in AND OUT of Canada pre and post show (a hired broker would prepare these for you), proper labeling and filling out the waybill properly.
- If goods are sent incorrectly straight to site, and cannot be stored, they will be redirected to Calgary for storage and delivery at the proper time at the exhibitor's expense. If materials handling was not ordered, the goods may not be released to your booth until the service is ordered and paid for in full.
- Goods left to be shipped out that are not prepared (not taped, not labeled) by the exhibitor will incur full labour rates for this service.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.

- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, regrading, and reskidding machinery and/or equipment must be ordered separately. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES CANADA has published GES CANADA Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.
 - **Measure of Damage** - If GES CANADA was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.
- GES CANADA does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.

Use these Shipping Labels as they will expedite handling. Copy if additional labels are needed.



BCTR

FROM:

SMALL < 200 lbs COURIER SHIPMENTS

TO:

Full Name of Exhibiting Company

2022 Banff - CST Joint Meeting

Event Name

Table Number

Showsite Contact Name & Phone Number

**C/O: GES Banff - Office Reception
405 Spray Avenue
Banff, Alberta, Canada T1L 1J4**

Shipments Should Arrive:

September 14th -16th & 19th, 2022

Monday to Friday, from 9:00 am to 4:00 pm

Monday - Friday only. Holidays and weekends are not available.

Certified Weight Tickets are required for all shipments.

(Name of Carrier)

of

Number

Pieces



BCTR

FROM:

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Full Name of Exhibiting Company

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(Name of Carrier)

of

Number

Pieces



Use these Shipping Labels as they will expedite handling. Copy if additional labels are needed.

A

RUSH! WAREHOUSE

EXHIBITION FREIGHT

GES - 403-243-2212

FROM:

GES BNF-ADVANCE SHIPMENT

TO:

Full Name of Exhibiting Company

2022 Banff - CST Joint Meeting

Event Name

Booth Number

Showsite Contact Name & Phone Number

C/O:

GES - Advance Warehouse

#129 - 7007 54 st SE

Calgary, Alberta, Canada T2C 4S3

Shipments May Arrive:

September 6 - 14, 2022

Warehouse is open 8:30am - 4:00pm and is closed on Saturday & holidays.

Certified Weight Tickets are required for all shipments.

(Name of Carrier)

of

Number

Pieces



A

RUSH! WAREHOUSE

EXHIBITION FREIGHT

GES - 403-243-2212

FROM:

GES BNF-ADVANCE SHIPMENT

TO:

Full Name of Exhibiting Company

2022 Banff - CST Joint Meeting

Event Name

Booth Number

Showsite Contact Name & Phone Number

C/O:

GES - Advance Warehouse

#129 - 7007 54 st SE

Calgary, Alberta, Canada T2C 4S3

Shipments May Arrive:

September 6 - 14, 2022

Warehouse is open 8:30am - 4:00pm and is closed on Saturday & holidays.

Certified Weight Tickets are required for all shipments.

(Name of Carrier)

of

Number

Pieces



**2022 Banff - CST Joint Meeting**September 19 - 22, 2022
Banff Centre for Conferences

Booth #

Furniture & Accessories Order FormDiscount if ordered by
September 2, 2022

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

Please be advised that each exhibit booth will be supplied with one (1) regular height 6' skirted table. If you require a 4' table instead please complete this form and forward it to our office to reserve (no charge). Or email our office by September 2nd with your request.

The tables skirt will match the show colour(s) unless skirting colour change is ordered below.

Any on-site changes to the supplied tables will be charged at \$ 50.00 per change.

Supply my booth with 1 ☐ 4' skirted table ☐ skirted table

Additional tables can be ordered below

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Skirted Tables 2' deep x 29" high					
		Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:			
	DT4_	Skirted 4' Table, Skirted 4 Sides	\$ 125.00	\$ 170.00	\$
	DT6_	Skirted 6' Table	\$ 138.00	\$ 192.00	\$
	DMS	Skirting colour change	\$ 50.00	\$ 65.00	\$
	DMS	4th Side Skirted, Optional	\$ 50.00	\$ 65.00	\$

Skirted Raised Tables 2' deep x 36" high

		Skirting for Raised Tables - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour below:			
	RD4_	Skirted 4' Counter, Skirted 4 Sides	\$ 150.00	\$ 197.00	\$
	RD6_	Skirted 6' Counter	\$ 175.00	\$ 243.00	\$
	DMS	4th Side Skirted, Optional	\$ 55.00	\$ 75.00	\$

Pedestal Tables 30" Diameter (finished top, unskirted)

	FCOFT	Round Coffee Table, 18" Tall	\$ 125.00	\$ 155.00	\$
	FPEDT	Starbase Table, 30" Tall	\$ 125.00	\$ 155.00	\$
	FPEDT	Cocktail Table, 42" Tall	\$ 140.00	\$ 185.00	\$
		Spandex Cover for 42" Table (Black)	\$ 51.00	\$ 71.00	\$

Chairs

	FGFAC	Arm Chair, Padded Grey	\$ 61.00	\$ 84.50	\$
	FGFCS	Counter Stool, Padded Grey	\$ 130.00	\$ 86.75	\$
	FGFSC	Side Chair, Padded Grey	\$ 62.50	\$ 184.50	\$

Table/Raised Table Skirts/Drape Colours:

Show colour will be provided if no colour is indicated below:

Included table is in show colour(s) unless skirting colour change is ordered.

Black, Blue, Burgundy, Grey, Green, White.

TOTAL OF ALL ITEMS ORDERED: \$

Carry total to the payment and credit card authorization form

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.

Cancellation Policy: Items cancelled will be charged 20 % of original price after deadline date, 50% after move-in begins and 100% after installation.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

FURNISHING

SEATING



Grey Fabric Side Chair



Grey Fabric Arm Chair



Grey Fabric Counter Stool

TABLES



Skirted Table - 29"
High 4ft., 6ft., 8ft.



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



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



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

COUNTERS



Starbase Table - 30" High



Starbase Table - 18" High



Round Cocktail Table
(30" diameter, 42"h)

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.



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Booth #

Specialty Items/Plants / Carpet & Cleaning Order Form

Discount if ordered by

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

August 22 / September 2, 2022

Displays					
	FMISC	8' POP UP BOOTH UNIT (male velcro compatible - graphics not included).	\$ 635.00	\$825.00 CALL FOR AVAILABILITY	\$
	ELMISC	Banner Stand (Purchase) - Order and send sign quality print ready graphic by August 22nd	\$ 385.00	Late order inquiry. Please call our office	\$
Charging Units (Limited Quantities)					
	CH-1	Counter Charger (42" high). Submit sign quality logo by August 22nd	\$ 675.00	Late order inquiry. Please call our office	
	CH-2	Table Top Charger/Sanitizer. Submit sign quality logo by August 22nd	\$ 285.00		
Display Items					
	FESL	Easel	\$ 61.00	\$ 84.50	\$
	FSBD	Ballot Drum, Table Size	\$ 88.00	\$ 113.00	\$
	FSBD	12" square Plexi lock box w/slot	\$ 144.00	\$ 178.00	\$
	FLR	Literature stand (floor standing)	\$ 140.00	\$ 197.00	\$
	FLR	8" x 10" Brochure Tabletop Display Stand (Limited)	\$ 28.00	\$ 35.00	\$
	FLR	3" folded Leaflet Tabletop Display Stand (Limited)	\$ 28.00	\$ 35.00	\$
	FBH	Glass Bowl Dish	\$ 28.00	\$ 35.00	\$
	FWB	Wastebasket	\$ 33.50	\$ 46.50	\$
PRE Cleaning Service					
	BCICB	Per Single Booth	\$ 70.00	\$ 90.00	\$
Carpet					
	BCICB	Per Single 8' x 6' carpet (Black Red Grey or Blue)	\$ 300.00	\$ 400.00	\$
Green Floor Plants					
	PMUM	Mums / Seasonal flowering plant (Order by Sept 9th)	\$ 85.00	\$ 120.00	\$
		Other arrangements, contact our office with details			\$
ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT					
Notes:			TOTAL OF ALL ITEMS ORDERED: \$		
			Carry total to the payment and credit card authorization form		
<p>All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.</p> <p>Cancellation Policy: Items cancelled will be charged 20 % of original price after deadline date, 50% after move-in begins and 100% after installation.</p>					
COMPANY NAME		EMAIL ADDRESS		AUTHORIZED CONTACT	
Payment & Credit Card Charge Authorization Form MUST Accompany this Form					

SPECIALTY FURNITURE & ACCESSORIES

8' wide POP UP BOOTH



BANNER STAND



COUNTER/SHOWCASES



Storage Counter



99a showcase



99b showcase



99c showcase

CHARGING UNITS



Table Top Charger with graphics



Counter Top Charger Unit with graphics (6 charging cables and 2 wireless pads)

DISPLAY ITEMS



Easel



Literature Stand



Wastebasket



Plexi Box with slot



Glass Bowl



Brochure Tabletop Display



Leaflet Tabletop Display

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.



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Electrical & Lighting Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

Discount if ordered by
September 2, 2022

PRICE LIST						
Quantity	Item #	Description	Discount \$	Regular \$	On Site Order \$	Total Price
Electrical - 110 Volt						
	EL1500W	1500 Watt Duplex Outlet	\$ 145.00	\$ 185.00	\$ 221.00	\$
	EL2000W	2000 Watt Duplex Outlet	\$ 185.00	\$ 241.50	\$ 290.00	\$
Electrical - Miscellaneous Requirements						
	ELPB	Power Bars	\$ 36.50	\$ 50.50	\$ 60.75	\$
	ELEC	Extension Cords	\$ 34.75	\$ 48.25	\$ 58.00	\$
Lighting (Does Not Include Power)						
	ELMISC	1 - 25w LED (as 200 watt) clamp on arm light	\$ 99.00	\$ 132.00	\$ 158.75	\$
	ELQL	500 Watt Quartz Light	\$ 140.00	\$ 218.00	N/A	\$
	ELMISC	Special Hookups & Specialty Lighting Available upon request				\$
For Specialty or 3 phase Power please contact our office with details for further information and to receive a quote.						
Please Note						
<input type="checkbox"/> 24 Hour power - add 50% to the above prices <input type="checkbox"/> Electrician Charge Extra, if required <input type="checkbox"/> Additional labour charges may apply for special connections or special wiring <input type="checkbox"/> Electrical Under Carpet? Diagram required						
Notes:			TOTAL OF ALL ITEMS ORDERED: \$			
			Carry this total to the payment and credit card authorization form			
All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Orders cancelled will be charged 10% of original price, 50% after deadline date and 100% after installation/move in begins.						
COMPANY NAME			EMAIL ADDRESS		AUTHORIZED CONTACT	

Payment & Credit Card Charge Authorization Form MUST Accompany this Form



Installation & Dismantle Labour Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

Discount if ordered by
September 2, 2022

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOUR, PLEASE READ THIS FORM CAREFULLY

- Display Labour is used for installation and dismantling of client owned exhibits, including signs and floor covering installation.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. For all other starting times, check in one-half (1/2) hour before time requested. Labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior.

All rates are subject to change if necessitated by increased labour and materials costs.

Straight Time (Install)
8:00 am - 4:00 pm
Monday - Friday
\$ 115.00 Discounted
\$ 145.00 Regular

Overtime (Dismantle)
Weekdays After 4:00 pm
ALL Day Saturday, Sunday & Holidays
\$ 160.00 Discounted
\$ 198.00 Regular

Labour rates are charged per person at a minimum charge of one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

A 30% surcharge will be applied to on-site orders.

EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOURER(S)

INSTALLATION

Set up Drawings or Photos Attached ☐ yes ☐ no

SUPERVISION

☐ By Exhibitor (Name of Rep): _____
(Rep present is supervisor GES assists with dismantle)

☐ By GES - 30% surcharge applies
(Exhibitor does not have to be present)

SUPERVISED - DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ am pm
Day/Month/Year

NUMBER OF PEOPLE REQUIRED X HRS PER PERSON = TOTAL HOURS X PRICE = +30% if
Supervisor ordered

DISMANTLE

Carrier: _____ Pick up Date _____ Pick up Time: _____

SUPERVISION

☐ By Exhibitor (Name of Rep): _____
(Rep present is supervisor GES assists with dismantle)

☐ By GES - 30% surcharge applies
(Exhibitor does not have to be present)

SUPERVISED - DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ am pm
Day/Month/Year

NUMBER OF PEOPLE REQUIRED X HRS PER PERSON = TOTAL HOURS X PRICE = +30% if
Supervisor ordered

Terms & Conditions

When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Desk

We reserve the right to change labourers and/or rates as shifts change

All claims or discrepancies must be settled within one week of show closing

Uncancelled labour will be charged a minimum fee of 1 hour per person

GES Limits of Liability apply

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked. Extreme over estimates may incur cancellation billed

TOTAL LABOUR ORDERED \$

Notes: _____

Carry this total to the payment and credit card authorization form

Internal codes: LINDT LINOT LODT LOOT GES SUPERVISED GLINDT GLINOT GLODT GLOOT

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Services cancelled will be charged 10 % of original price, 20% after deadline date, 80% after move-in begins.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

11



2022 Banff - CST Joint Meeting

September 19 - 22, 2022
Banff Centre for Conferences

Booth #

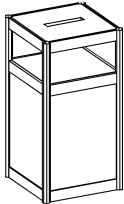
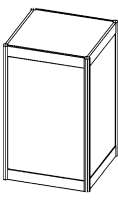
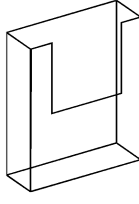
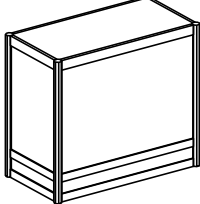
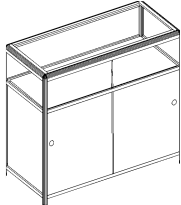
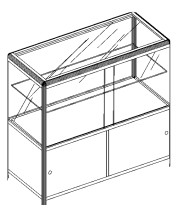
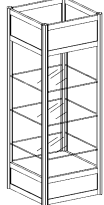
GEM Counters & Showcases Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Email: banff@ges.com

Discount if ordered by

September 2, 2022

GEM EXHIBIT ACCESSORIES & SHOWCASES

				Add a Logo to your counter, showcase, podium. Contact our office for details.
1	2	3	4	
				
5	6	7		

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	1 GBB	Ballot Bin - 20" X 20" X 36"H	\$ 175.00	\$ 228.00	\$
	2 GPS	Pedestal White - 20" X 20" X 36"H	\$ 145.00	\$ 203.00	\$
	3 GPLP	8.5" x 11" Clear Plexi Literature Pocket	\$ 40.00	\$ 52.00	\$
	4 GCSU	Storage Counter (White with lock, \$30.00 key not returned) 40"W X 20" X 40" H	\$ 300.00	\$ 388.00	\$
		Add your logo to the front of your counter - sign quality logo required by August 22, contact our office for details and a quote			\$
	5 G99A	99A Showcase (White/Glass) 40"W X 20" X 36"H	\$ 300.00	\$ 420.00	\$
	6 G99B	99B Showcase (White/Glass) 40"W X 20" X 36"H	\$ 320.00	\$ 440.00	\$
	7 G99C	99C Showcase (White) 21.5" X 21.5" X 96"H	\$ 495.00	\$ 600.00	\$

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Items cancelled will be charged 50% of original price after deadline date, graphics 100% after production begins and 100% after installation begins.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

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Payment & Credit Card Charge Authorization Form MUST Accompany this Form



TRANSPORTATION SERVICES ORDER FORM



CONSULTTEXPO

Fax or Email Forms to: 1-888-629-9008 - GES@consultexpoinc.com - Tel:514-482-8886

Show / Event Name:

Show / Event Dates:

Services Required (Please select one):

Round Trip Shipping Services

Inbound Shipping Only

Outbound Shipping Only

SHIPPER INFO (SHIPPING FROM)

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

DELIVERY INFO (GOING TO)

Company Name:	Booth#
Venue Name:	
Address:	
City:	State/Prov:
On-site Contact Name:	Cell:
Email:	

RETURN SHIPPING INFORMATION

SAME AS SHIPPER

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

INVOICING INFORMATION

SAME AS SHIPPER

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)

Charge to:	VISA	MASTERCARD	AMEX
Cardholder Name:	Title:		
Credit Card Number:	CVV:	Expiry Date:	
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).			
Cardholder Signature:	Date:		

SHIPMENT INFORMATION

Carrier Name (If not using GES):	Carrier Contact Name:
Carrier Contact Tel:	Carrier Contact Email:
Pick-up Date:	Hours of Operation:
Delivery Date:	Delivery Time:

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches) X Width (Inches) X Height (Inches)		Per Piece (LBS)	Total (LBS)
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
Total Pieces				Total Weight	

Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck
Additional Services Required: Lift Gate Inside Pick Up / Delivery Special Service (Please Specify)

Terms and conditions:

All orders are governed by GES Canada Ltd. Payment Policy and limits of Liability & Responsibility as specified in this event's Exhibitor kit. Please see the exhibitor services manual for more information.
ConsultExpo Event Services Inc. is acting agent for GES Canada Ltd.

CLIENT SIGNATURE

I have read and agree to the terms of this contract.

Signature:
Name:
Title:
Date:

ACCEPTED BY GES / CONSULTTEXPO

Signature:
Name:
Title:
Date: