

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

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

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

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

- ✓ **Expresso Online Ordering**
- ✓ **Furnishings**
- ✓ **Carpet & Underpadding**
- ✓ **Specialty Furnishings**
- ✓ **GES Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **GES Logistics / Shipping**
- ✓ **GES Customs**

To take advantage of our **ADVANCE PRICING**, all order forms and full payment must be received on or before the Advance Date of **January 4, 2017** as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of H.S.T. when exhibiting in Ontario.

**On Site Pricing:** All orders received beginning on the first day of show move-in through the completion of the event, will be subject to On Site Pricing.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500.**  
[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)



**Venue Shipping Address** **Advance Warehouse Shipping Address**

<p><b>Metro Toronto Convention Centre</b> North Building 222 Bremner Blvd. Toronto, Ontario, Canada M5V 3L9 * See shipping label in the exhibitor manual. Note receiving dates below.</p>	<p><b>GES/Show Name</b> Company Name &amp; Booth # 6130 Netherhart Rd. Mississauga, Ontario, Canada L5T 1B7 * See shipping label in the exhibitor manual. Note receiving dates below.</p>
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**Official Services Contractor**

<p>Global Experience Specialists, Inc. (GES) 5675 McLaughlin Road Mississauga, Ontario, Canada L5R 3K5</p>	<p>Phone 905-283-0500 Fax 905-283-0501 Web Site <a href="http://www.gesexpo.ca">www.gesexpo.ca</a> E-Mail <a href="mailto:torontoexhibitorservices@ges.com">torontoexhibitorservices@ges.com</a></p>
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**Show Information**

<p>Booth Size Backwall Drape Sidewall Drape Aisle Carpet Colour Booth Packages Includes</p>	<p>10 x 10 and larger Black Black Pepper <i>Draped booth</i></p>
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**Important Dates - Prior to Show**

<p>Discount Deadline for GES orders received with payment  Advance Shipments may begin arriving at the Warehouse Last day for Advance Shipments to arrive at the Warehouse  Direct Shipments may arrive at Exhibit Site Last day for Direct Shipments to arrive at Exhibit Site</p>	<p>Wednesday, January 4, 2017  Tuesday, January 3, 2017 (9AM - 4PM) Monday, January 23, 2017 (9AM - 4PM)  Tuesday, January 31, 2017 @ 12noon Tuesday, January 31, 2017 @ 6PM</p>
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**Important Dates - At the Show**

<p>Move In  Show Hours  Move Out</p>	<p>Tuesday, January 31, 2017  Wednesday, February 1, 2017 Thursday, February 2, 2017 Friday, February 3, 2017  Friday, February 3, 2017</p>	<p>12Noon - 8PM  9AM - 4:30PM 9AM - 4:30PM 9:30AM - 1PM  1PM - 6PM</p>
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**GES On-Site Service Centre**

GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling. The Service Desk will be open during the following times:

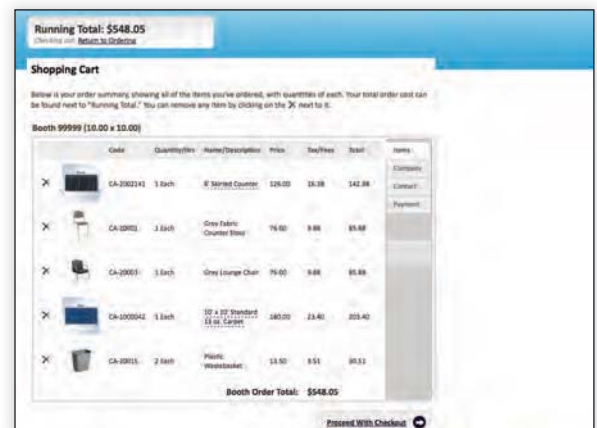
<p>Tuesday, January 31, 2017 Wednesday, February 1, 2017</p>	<p>12Noon - 8PM 7AM - 11AM</p>
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## Accelerate your experience with Expresso exhibit planning, ordering and management.

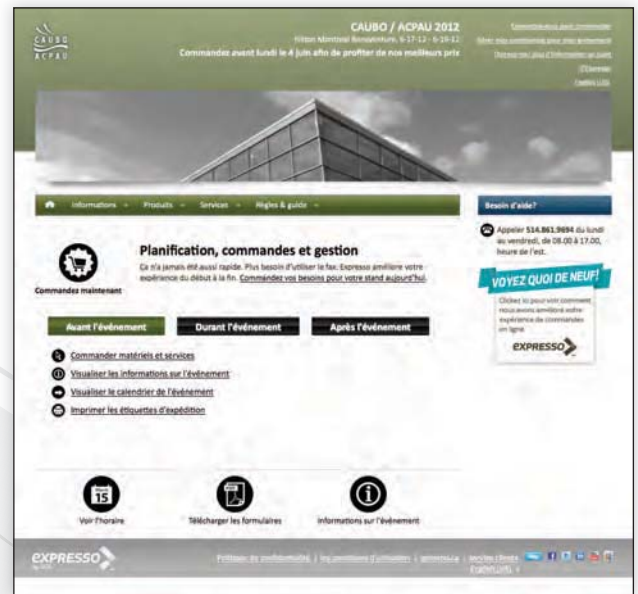
Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

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



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

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



## Experience a difference with Expresso.

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





**CREDIT CARD AUTHORIZATION**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: **HRPA 2017**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**IMPORTANT - READ CAREFULLY**

**Please fill out The Credit Card Authorization below if:**

- You or your company are forwarding payment to GES in the form of a cheque.
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

**PLEASE COMPLETE THE FOLLOWING**

MASTERCARD     VISA     AMERICAN EXPRESS

CORPORATE     PERSONAL

EXPIRY DATE:

**CARD #**

CARDHOLDER'S NAME (PRINT): \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Code/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

This authorization allows GES to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF)

**CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION**

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**



# THIRD PARTY BILLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
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SHOW: **HRPA 2017**

### EXHIBITOR INFORMATION

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

## Exhibiting Company

\_\_\_\_\_  
Name of Exhibiting Company

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

### CREDIT CARD AUTHORIZATION

MASTERCARD  VISA  AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

CORPORATE  PERSONAL

CARD #

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

## Third Party / Exhibit House

\_\_\_\_\_  
Name of Third Party/Exhibit House

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

### CREDIT CARD AUTHORIZATION

MASTERCARD  VISA  AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

CORPORATE  PERSONAL

CARD #

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

**ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:**



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## PAYMENT POLICY INFORMATION

### **ADVANCE PRICING:**

To qualify for **Advance Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Deadline Date, orders will be charged the **Regular Prices.** Orders without payment cannot be processed until payment is received and could be charged the **Regular Price.**

### **ON SITE PRICING:**

**Orders placed on site (i.e. During move-in) will be charged 5% additional to the Regular Price.**

### **METHOD OF PAYMENT:**

**GES** accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

**Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

### **BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:**

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

***NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.***

Please ensure the transfer is made a minimum of 10 days prior to the show.

### **PAYMENT SCHEDULE:**

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

### **THIRD PARTY BILLING:**

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

### **ADJUSTMENTS AND CANCELLATIONS:**

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

**ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

**Please complete and return this form to: Jolanta Baloniak, Accounts Receivable  
 GES Exposition Services (Canada) Limited  
 Email: ar@ges.com Fax: 905-283-0501**

Your Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Event Name: HRPA 2017

**GES BANK INFORMATION**

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

**Beneficiary's Name:** GES Exposition Services (Canada) Limited  
**Bank Name:** Bank of Montreal  
**Address:** 350 - 7th Avenue SW

Calgary, AB  
 T2P 3N9

IF YOU ARE SENDING  
 CANADIAN DOLLARS (\$CDN)



**EFT/Direct Deposit**

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

IF YOU ARE SENDING  
 AMERICAN DOLLARS (\$US)



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

**Wire Transfers**

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

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

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

**Invoice Amount:** \_\_\_\_\_

**Date of Transfer:** \_\_\_\_\_

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

**Total:** \_\_\_\_\_

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





**NOTICE OF INTENT TO HIRE AN EAC  
HRPA 2017  
February 1 - 3, 2017**

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 HRP 2017  
Exhibitor Services Department  
5675 McLaughlin Road,  
Ph: (905) 283-0500 Fax (905) 283-0501  
torontoexhibitorservices@ges.com  
www.gesexpo.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.

# furnishings



Plastic Contour Chair



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Grey Lounge Chair



Steno Chair



30" Round / 30" High Starbase Table



30" Round / 18" High Coffee Table



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



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



# furnishings



Coat Tree



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



Easel



Gold Ballot Drum



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



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



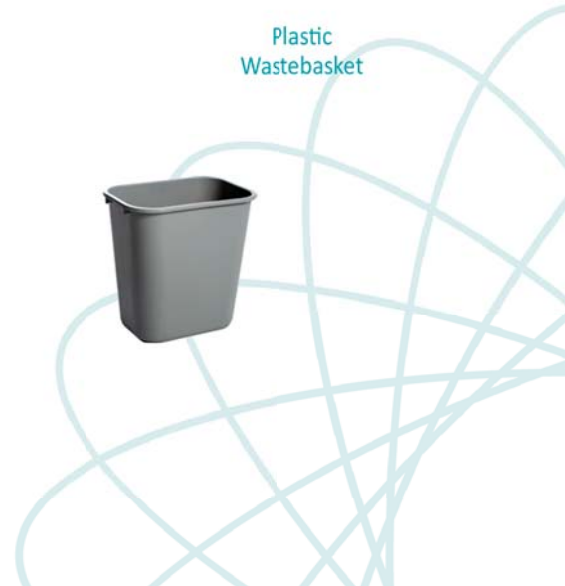
Bag Holder 41"H



Stanchions  
6' Belt



Plastic  
Wastebasket



# FURNISHINGS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.gesexpo.ca

<b>SHOW:</b> <span style="float: right;"><b>HRPA 2017</b></span>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: black; color: white; padding: 2px;"><b>ADVANCE PRICE DEADLINE DATE:</b></td> <td style="padding: 2px;"><b>January 4, 2017</b></td> </tr> </table>	<b>ADVANCE PRICE DEADLINE DATE:</b>	<b>January 4, 2017</b>										
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<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>												
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> EXPIRY DATE ____ / ____ / ____ _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)												

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

QTY	Item #	Description	Advance Price	Regular Price	Total
	300050	Plastic Contour Chair	\$48.96	\$68.00	
	FGFSC	Grey Fabric Side Chair	\$54.35	\$75.48	
	FGFAC	Grey Fabric Arm Chair	\$68.44	\$95.06	
	FGFCS	Grey Fabric Counter Stool	\$95.68	\$132.89	
	FGFLC	Grey Lounge Chair	\$90.09	\$125.13	
	FSC	Steno Chair	\$92.89	\$129.01	
	FPEDT	Starbase Table - 30" Round x 30" High	\$97.08	\$134.83	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$74.03	\$102.82	
	FCT	Coat Tree	\$41.90	\$58.20	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$85.20	\$118.34	
	FESL	Easel	\$52.38	\$72.75	
	FSBD	Gold Ballot Drum	\$99.87	\$138.71	
	GPLP	Plexi Pocket (wall mountable only)	\$39.11	\$54.32	
	FCSU	White Counter Storage Unit 41" H	\$243.74	\$338.53	
	FBH	Bag Holder 41"H	\$77.52	\$107.67	
	FCS	1 Pair of Stanchions	\$146.66	\$203.70	
	FWB	Plastic Wastebasket	\$18.16	\$25.22	

**Terms & Conditions**

- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

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SHOW: **HRPA 2017**

**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**ADVANCE PRICE DEADLINE DATE:** **January 4, 2017**

**CREDIT CARD AUTHORIZATION**

MASTERCARD  VISA  AMEX

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EXPIRY DATE \_\_\_\_\_ / \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

QTY	Item #	SKIRTED TABLES 30" HIGH	Advance Price	Regular Price	Total
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	DT4	4 Ft. Long x 2 Ft. Wide	<b>\$91.49</b>	\$127.07	
	DT6	6 Ft. Long x 2 Ft. Wide	<b>\$108.25</b>	\$150.35	
	DT8	8 Ft. Long x 2 Ft. Wide	<b>\$136.89</b>	\$190.12	
	DTS4	Skirted Fourth Side Additional Charge	<b>\$41.21</b>	\$57.23	
<b>SKIRTED COUNTER 42" HIGH</b>					
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	<b>\$136.89</b>	\$190.12	
	RD6	6 Ft. Long x 2 Ft. Wide	<b>\$155.04</b>	\$215.34	
	RD4S	Skirted Fourth Side Additional Charge	<b>\$42.60</b>	\$59.17	
<b>NON SKIRTED TABLES 30" HIGH</b>					
	UD4	4 Ft. Long x 2 Ft. Wide	<b>\$67.05</b>	\$93.12	
	UD6	6 Ft. Long x 2 Ft. Wide	<b>\$87.16</b>	\$121.06	
	UD8	8 Ft. Long x 2 Ft. Wide	<b>\$100.57</b>	\$139.68	
<b>NON SKIRTED TABLES 42" HIGH</b>					
	RUD4	4 Ft. Long x 2 Ft. Wide	<b>\$108.95</b>	\$151.32	
	RUD6	6 Ft. Long x 2 Ft. Wide	<b>\$141.64</b>	\$196.72	
<b>CUSTOM BOOTH DRAPING</b>					
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	D3	3 Ft. High (Per Linear Ft.)	<b>\$12.57</b>	\$17.46	
	D8	8 Ft. High (Per Linear Ft.)	<b>\$17.46</b>	\$24.25	

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- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
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<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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CITY _____ PROV/STATE _____ CODE _____	CARDHOLDER NAME _____				
E-MAIL _____	CARDHOLDER SIGNATURE _____				
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)				
CONTACT NAME _____					

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

BOOTH CARPET - STANDARD SIZE					
<small>Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.</small>					
QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	\$223.49	\$310.40	
	C1020	10 Ft. X 20 Ft. Double Booth	\$379.93	\$527.68	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

Item #	BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)			
<small>If your booth requires a size not listed above, please complete this section.</small>				
CUSTC	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$2.82/Sq. Ft	\$3.92/Sq. Ft	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				

Item #	UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)			
CACU	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq.Ft.	\$1.33/Sq. Ft.	\$1.84Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
CAPC	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq.Ft.	\$0.58/Sq. Ft.	\$0.81/Sq. Ft.	

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY
IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?
<input type="checkbox"/> YES <input type="checkbox"/> NO

**Terms & Conditions**

- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds/exchanges on carpets once delivered.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- If a colour is not chosen, GES will choose a colour for you. *Carpet colour subject to availability.*

SUBTOTAL	
13% HST	
<b>TOTAL</b>	
	HST #R104060264

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# specialty furniture



Black Ladder Stool



Equino White Stool



White Leather Stool



Red Leather Stool



Black Leather Stool

Chrome Wireback Stool



White Sculpted Leather Chair



*Also available in black or red*

White Sculpted Leather Loveseat

24" Square Chrome/White Cocktail Table



30" Round Cocktail Table Black Top

30" Square Cocktail Table Black Top



Throw Pillows



Available in:



Black Corbusier Leather Chair



*Also available in white or red*

Black Corbusier Leather Loveseat

🔍 Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

# specialty furniture



42" Round Black Meeting Table



Grey Leather Ripple Sled Base Meeting Chair



Black Leather Ripple Sled Base Meeting Chair



Bar Fridge



Literature Stand



White Meeting Chair



Round Meeting Chairs



48" Black Coffee Table



72" Chrome & White Meeting Table



48" White Coffee Table

24" Round End Table White Top



24" Round End Table Black Top



Also available in 39" round coffee tables

32" Round Coffee Table Black Top



32" Round Coffee Table White Top



Black Round Tub Chairs



White Round Tub Chairs



Still can't find it? For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)



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torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: **HRPA 2017**

**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**ADVANCE PRICE DEADLINE DATE:** **January 4, 2017**

**CREDIT CARD AUTHORIZATION**

MASTERCARD  VISA  AMEX

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EXPIRY DATE \_\_\_\_\_ / \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

QTY	Item #	Description	Advance Price	Regular Price	Total
	<b>SBCS</b>	Black Ladder Stool (Cloth Seat)	<b>\$155.04</b>	\$215.34	
	<b>SEWS</b>	Equino White Stool	<b>\$186.47</b>	\$258.99	
	<b>SLSW</b>	White Leather Stool	<b>\$186.47</b>	\$258.99	
	<b>SLSR</b>	Red Leather Stool	<b>\$186.47</b>	\$258.99	
	<b>SBLs</b>	Black Leather Stool	<b>\$186.47</b>	\$258.99	
	<b>SWBCSG</b>	Chrome Wireback Stool	<b>\$193.46</b>	\$268.69	
	<b>SRMCW</b>	White Round Meeting Chairs	<b>\$122.22</b>	\$169.75	
	<b>SRMCR</b>	Red Round Meeting Chairs	<b>\$122.22</b>	\$169.75	
	<b>SRMCBLK</b>	Black Round Meeting Chairs	<b>\$122.22</b>	\$169.75	
	<b>SCLCW</b>	White Corbusier Leather Chair	<b>\$348.50</b>	\$484.03	
	<b>SCLCR</b>	Red Corbusier Leather Chair	<b>\$348.50</b>	\$484.03	
	<b>SCLCBK</b>	Black Corbusier Leather Chair	<b>\$348.50</b>	\$484.03	
	<b>SCLLW</b>	White Corbusier Leather Loveseat	<b>\$410.66</b>	\$570.36	
	<b>SCLLR</b>	Red Corbusier Leather Loveseat	<b>\$410.66</b>	\$570.36	
	<b>SCLLBK</b>	Black Corbusier Leather Loveseat	<b>\$410.66</b>	\$570.36	
	<b>SWSC</b>	White Sculpted Leather Chair	<b>\$268.19</b>	\$372.48	
	<b>SSLCR</b>	Red Sculpted Leather Chair	<b>\$268.19</b>	\$372.48	
	<b>SSLCB</b>	Black Sculpted Leather Chair	<b>\$268.19</b>	\$372.48	
	<b>SWSLs</b>	White Sculpted Leather Loveseat	<b>\$364.56</b>	\$506.34	
	<b>SSLLR</b>	Red Sculpted Leather Loveseat	<b>\$364.56</b>	\$506.34	
	<b>SSLLB</b>	Black Sculpted Leather Loveseat	<b>\$364.56</b>	\$506.34	

NOTE: 3 Seater Sofa Available Upon Request. On-site orders are subject to availability.

**Terms & Conditions**

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- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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 torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: <b>HRPA 2017</b>	<b>ADVANCE PRICE DEADLINE DATE:</b> <b>January 4, 2017</b>
<b>EXHIBITOR INFORMATION</b>	
BOOTH #: _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	
<b>CREDIT CARD AUTHORIZATION</b>	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX _____ EXPIRY DATE _____ / _____ _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	

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

QTY	Item #	Description	Advance Price	Regular Price	Total
	<b>SGLMC</b>	Grey Leather Ripple Sled Base Meeting Chair	<b>\$138.28</b>	\$192.06	
	<b>SGLMC</b>	Black Leather Ripple Sled Base Meeting Chair	<b>\$138.28</b>	\$192.06	
	<b>SMCW</b>	White Meeting Chair	<b>\$134.79</b>	\$187.21	
	<b>SLRBTCW</b>	White Leather Round Tub Chairs	<b>\$262.60</b>	\$364.72	
	<b>SLRBTCBK</b>	Black Leather Round Tub Chairs	<b>\$262.60</b>	\$364.72	
	<b>SSWCT</b>	Chrome/White Cocktail Table (24" Square Top, 42" High)	<b>\$174.60</b>	\$242.50	
	<b>SRCT</b>	Round Cocktail Table (Black 30" Diameter Top, 42" High)	<b>\$191.36</b>	\$265.78	
	<b>SSBCT</b>	Square Cocktail Table (Black 30" Top, 42" High)	<b>\$191.36</b>	\$265.78	
	<b>SBMT</b>	42" Black Meeting Table (Round)	<b>\$168.31</b>	\$233.77	
	<b>SCMT72W</b>	72" Chrome & White Meeting Table	<b>\$270.98</b>	\$376.36	
	<b>SCTW</b>	24" X 48" Coffee Table White Top	<b>\$183.68</b>	\$255.11	
	<b>SCTB</b>	24" X 48" Coffee Table Black Top	<b>\$183.68</b>	\$255.11	
	<b>SWRET24</b>	24" Round End Table White Top	<b>\$145.97</b>	\$202.73	
	<b>SBRET24</b>	24" Round End Table Black Top	<b>\$145.97</b>	\$202.73	
	<b>SWRCT32</b>	Round Coffee Table White Top 32"	<b>\$164.82</b>	\$228.92	
	<b>SBRCT32</b>	Round Coffee Table Black Top 32"	<b>\$164.82</b>	\$228.92	
	<b>SWRCT39</b>	Round Coffee Table White Top 39"	<b>\$164.82</b>	\$228.92	
	<b>SBRCT39</b>	Round Coffee Table Black Top 39"	<b>\$164.82</b>	\$228.92	
	<b>SBF</b>	Bar Fridge	<b>\$228.42</b>	\$340.93	
	<b>SLS</b>	Literature Stand	<b>\$167.62</b>	\$232.80	
	<b>STP</b>	18" Throw Pillows <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	<b>\$28.63</b>	\$39.77	

**Terms & Conditions**

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- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #R104060264	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: **HRPA 2017**

**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**ADVANCE PRICE DEADLINE DATE:** **January 4, 2017**

**CREDIT CARD AUTHORIZATION**

MASTERCARD     VISA     AMEX

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EXPIRY DATE \_\_\_\_\_ / \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

**GES SHOW SPECIAL INCLUDES:**

• Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



(No substitutions please. If you require additional furniture, please refer to the GES order forms enclosed in the manual).

QTY	Item #	Description	Advance Price	Regular Price	Total Price
	<b>SS001</b>	Package A - 10' x 10'	\$942.14	\$1,308.53	
	<b>SS002</b>	Package B - 10' x 20'	\$1,413.56	\$1,963.28	

**PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:**

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

*(All panel & carpet colours subject to availability.)*

Package A Identification Sign to Read: \_\_\_\_\_

Package B Identification Sign to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Custom Header to be added     Custom Header Signs/Logos will be charged \$100.00 extra per sign

You can upload your file(s) to: <https://file.ges.com/>  
Enter **tupload@ges.com** in the "Recipient Email Address" field.

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

**Terms & Conditions**

- 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 Advance Price Date will be processed at the Regular 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.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

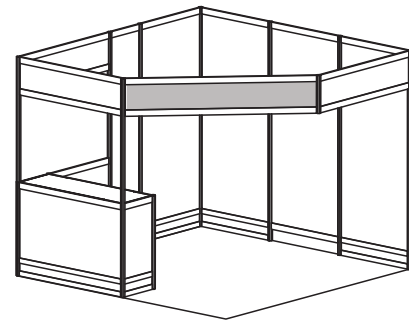
**I have read and understand the Terms & Conditions of my Agreement with GES.**

\_\_\_\_\_  
Signature

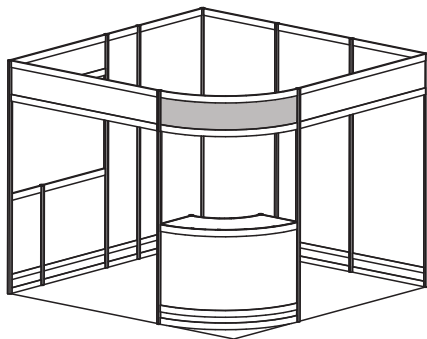
\_\_\_\_\_  
Date



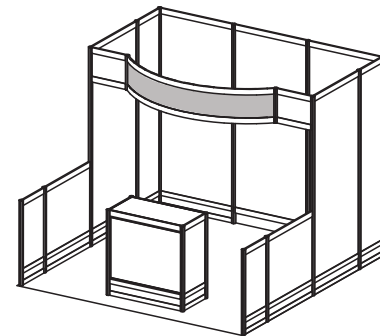
# standard exhibit rentals



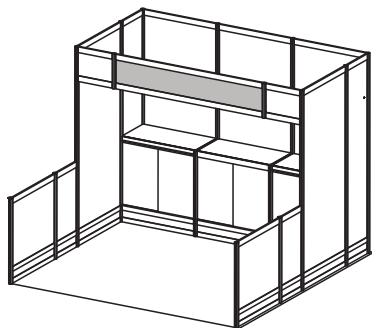
● GEM Model #1 - 10'x10' Corner



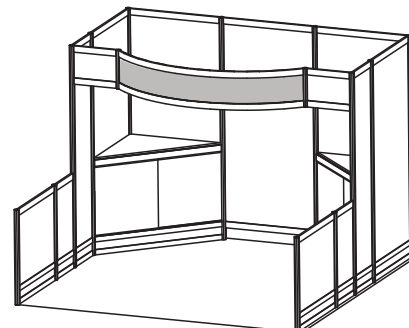
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



● GEM Model #5 - 10'x10'

## 3 Easy Steps →

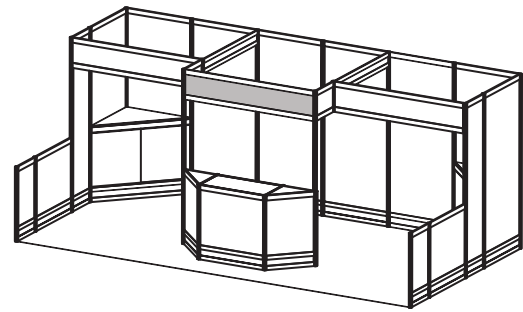
- 1 Select the model number that suits your needs
- 2 Choose carpet and panel colours on the GEM Exhibit Rental order form
- 3 Complete & send order form

Grey indicates standard header sign(s)

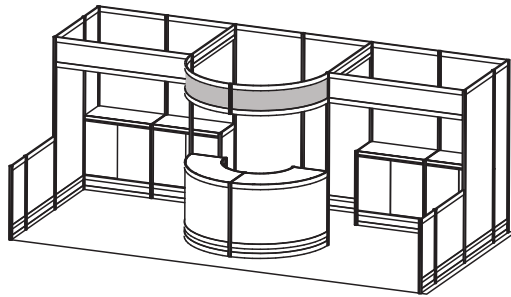


# standard exhibit rentals

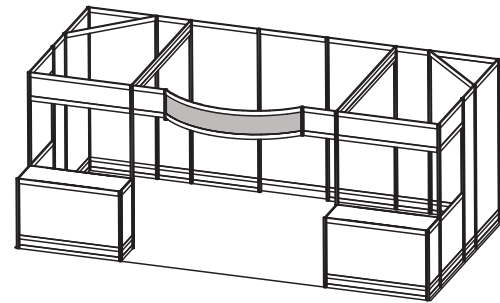
**10' X 20'**  
**EXHIBITS**



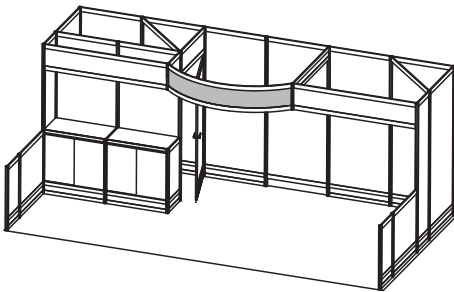
● GEM Model #6 - 10'x20'



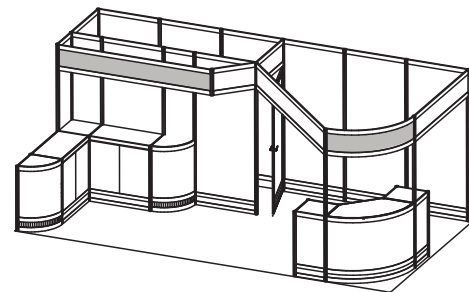
● GEM Model #7 - 10'x20'



● GEM Model #8 - 10'x20'



● GEM Model #9 - 10'x20'



● GEM Model #10 - 10'x20' Corner

## 3 Easy Steps

- 1 Select the model number that suits your needs
- 2 Choose carpet and panel colours on the GEM Exhibit Rental order form
- 3 Complete & send order form

Grey indicates standard header sign(s)

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torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: <b>HRPA 2017</b>	<b>ADVANCE PRICE DEADLINE DATE:</b> <b>January 4, 2017</b>				
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>				
BOOTH #: _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX				
COMPANY _____	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
STREET _____	EXPIRY DATE _____ / _____				
CITY _____ PROV/STATE _____ CODE _____	CARDHOLDER NAME _____				
E-MAIL _____	CARDHOLDER SIGNATURE _____				
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)				
CONTACT NAME _____					

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

Item #	Advance Price	Regular Price	Item #	Advance Price	Regular Price
GEM001	<b>\$1,952.73</b>	\$2,712.12	GEM006	<b>\$4,129.64</b>	\$5,735.61
GEM002	<b>\$1,730.64</b>	\$2,403.66	GEM007	<b>\$4,273.51</b>	\$5,935.43
GEM003	<b>\$2,060.98</b>	\$2,862.47	GEM008	<b>\$3,982.28</b>	\$5,530.94
GEM004	<b>\$2,472.34</b>	\$3,433.80	GEM009	<b>\$4,189.70</b>	\$5,819.03
GEM005	<b>\$2,293.55</b>	\$3,185.48	GEM010	<b>\$4,704.42</b>	\$6,533.92

Package Includes: Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

**Package Does Not Include: Cleaning, Light Fixtures or Electrical Outlets**

**PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR**

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

ITEM #:

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

Models 1, 2, 3, 4, 5, 6, 8 or 9 Identification Sign to Read: \_\_\_\_\_

Models 7 or 10 Identification Sign to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Indicate Date & Time for Arrival: \_\_\_\_\_

Custom Header to be added  Custom Header Signs/Logos will be charged \$100.00 extra per sign

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

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

**Terms & Conditions**

- Payment may be made by cheque up to two weeks prior to the 1<sup>st</sup> day of move in.
- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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torontoexhibitorservices@ges.com www.gesexpo.ca

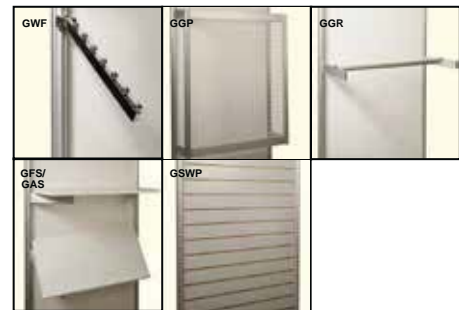
<b>SHOW:</b> <span style="float:right"><b>HRPA 2017</b></span>	<b>ADVANCE PRICE DEADLINE DATE:</b> <span style="float:right"><b>January 4, 2017</b></span>
<b>EXHIBITOR INFORMATION</b>	
<b>BOOTH #:</b> _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	
<b>CREDIT CARD AUTHORIZATION</b>	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <span>□ □ □ □</span> <span>□ □ □ □</span> <span>□ □ □ □</span> <span>□ □ □ □</span> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	

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

QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	<b>PED001</b>	Pedestal (White) 20"L x 20"W 28"H	<b>\$143.17</b>	\$198.85	
	<b>PED002</b>	Pedestal (White) 20"L x 20"W 36"H	<b>\$149.46</b>	\$207.58	
	<b>GPML</b>	Pedestal White 40"L X 40"W <small>(Tops are 20" X 20") (Unit Heights - 16"- 28" &amp; 28"- 40")</small>	<b>\$549.64</b>	\$763.39	
	<b>GSC</b>	Storage Counter (White) 80"L X 20"W X 40"H	<b>\$453.96</b>	\$630.50	
	<b>GCC</b>	Curved Counter (White) 60"L X 20"W X 40"H	<b>\$361.07</b>	\$501.49	
	<b>F99A</b>	99A Showcase (White/Glass) 40"L X 20"W X 41"H	<b>\$361.07</b>	\$501.49	
	<b>F99B</b>	99B Showcase (White/Glass) 40"L X 20"W X 41"H	<b>\$361.07</b>	\$501.49	
	<b>F99C</b>	99C Showcase (White/Glass) 26"L X 26"W X 96"H	<b>\$545.45</b>	\$757.57	
	<b>F99D</b>	99D Showcase (White/Glass) 40"L X 20"W X 96"H	<b>\$545.45</b>	\$757.57	



QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	<b>GWF</b>	Waterfall With Eight Hooks	<b>\$44.70</b>	\$62.08	
	<b>GGP</b>	Grid Panels - 38"W X 44"H White Panels (2" Squares)	<b>\$149.46</b>	\$207.58	
	<b>GGR</b>	Garment Rail 39"W	<b>\$53.08</b>	\$73.72	
	<b>GFS</b>	Shelves - Flat 37"L X 12"W	<b>\$45.40</b>	\$63.05	
	<b>GAS</b>	Shelves - Angled 37"L X 12"W	<b>\$45.40</b>	\$63.05	
	<b>GSWP</b>	Slatwall Panels - 37"W X 96"H Grey <small>(Upgrade for standard panels)</small>	<b>\$126.41</b>	\$175.57	



*Designed to fit GES Modular booths only.  
Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall.  
Grid Panels Cannot Be Installed In Corners.*

**Terms & Conditions**

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Advance Price Date will be processed at the Regular Price.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Our Creative Exhibit Team will design a cost-effective, turnkey exhibit that will**

- ☉ Exceed your expectations
- ☉ Highlight your brand
- ☉ Attract positive attention
- ☉ Stay within your budget

**Your successful Tradeshow is just a phone call or click away...**

**Jodi Anastasakis** ☉ 905-283-0559  
 ☉ [janastasakis@ges.com](mailto:janastasakis@ges.com)

**20' x 20' island**



**10' x 20' inline**



**20' x 30' island**



**10' x 20' corner**





5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: <b>HRPA 2017</b>	<b>ADVANCE PRICE DEADLINE DATE:</b> <b>January 4, 2017</b>				
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>				
BOOTH #: _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX				
COMPANY: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> </table>				
STREET: _____	EXPIRY DATE: ____ / ____				
CITY: _____ PROV/STATE: _____ CODE: _____	CARDHOLDER NAME: _____				
E-MAIL: _____	CARDHOLDER SIGNATURE: _____				
PHONE: _____ FAX: _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)				
CONTACT NAME: _____					

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

**CUSTOM GRAPHICS**

**STANDARD SIGN PRICE LIST**

**We offer complete graphics services from Design to Print!**

*We can create custom graphics almost any size to fit any of your needs, including:*

- Pressure sensitive vinyl (PSV) Booth wraps (the same as vehicle wraps)
- Vinyl or mesh banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut graphics for eye-catching effects
- Printing on specialized / unique materials
- Double sided applications
- Carpet / Floor Decals

**For more information or a quote, please email us at**  
**torontoexhibitorservices@ges.com**

Item #	Description	Advance	Regular
SIG027	8"W x 11"H vertical sign (with easel)	\$13.75	\$19.10
S744	44"W x 7"H horizontal sign (with holes)	\$75.43	\$104.76
S2228	22"W x 28"H vertical sign	\$101.97	\$141.62
S2844	28"W x 44"H vertical sign	\$131.30	\$182.36
SIG028	38"W x 84"H vertical sign (with feet)	\$498.19	\$691.92

*\* All prices include delivery to show site.*

**PER SQ. FT. PRICE**

Item #	Description	Advance	Regular
SIG022	1/8" PVC s/s	\$7.98	\$11.08
SIG023	Coroplast s/s	\$6.35	\$8.82
SIG024	1/2" Gatorfoam	\$12.28	\$17.06
SIG025	Banner s/s	\$5.93	\$8.24
SIG026	Poster paper	\$5.61	\$7.79
CRT01	Design time (per hour)	\$73.42	\$101.97

*\* All prices include delivery to show site.*

Please upload artwork here:  
**<https://file.ges.com/>**  
Use "Recipient email address":  
**[toupload@ges.com](mailto:toupload@ges.com)**

**IMPORTANT NOTE:**  
Make sure to included the your company name, event, and booth number under "comments".

**SIGN INFO**

**\*If you do not have a print file to submit, but need copy to be set/basic layout please write in the text and description for your sign order below or attach seperate page.**

**PLACE ORDER HERE**

Item #	Description	Price	Qty	Total
				\$
				\$
				\$
				\$
				\$
				\$
A.	Subtotal			\$
B.	13% HST (HST# R104060264)			\$
C.	Total			\$

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

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**Terms & Conditions**

- All orders received after the Advance Price Date will be processed at the Regular Price.
- There are no refunds/exchanges on signs.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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

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



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

Please contact Jodi Anastasakis: 905.283.0559

or email: [janastasakis@ges.com](mailto:janastasakis@ges.com)

## Accepted file formats:

**PDF:** Save as “High Quality Print”, and under “Options” check “Preserve Illustrator Editing Capabilities”

**Vector files:** .eps, .ai (Adobe Illustrator CC or earlier)

**High resolution bitmaps:** .tif, .jpg, .psd ( Adobe Photoshop CC or earlier)

**Note:** Files created in Adobe InDesign should be properly packaged with all links, fonts, and associated files. Files created in Quark Xpress should be saved as “High Quality Print” .pdf files or exported as .eps files.

## Important layout notes:

- Vector files are required for all line art and logos.
- Bitmap/photographic image resolution should be no less than 75 ppi (dpi) @ 100% intended output size.
- Please bleed artwork .5” top, bottom and sides, if not, unexpected cropping may occur.
- Please be aware that .5” top, bottom and sides will also be hidden in the channel of our metal system on standard panels.

## Colour:

We digitally print in 4 colour process or CMYK mode. All files should be saved for output in CMYK mode to avoid unexpected results. If your logo/file contains specific Pantone colours, please specify. We will match colours as closely as 4 colour process printing will allow.

## GES file transfer site:

Please use our GES file transfer utility site to send large files directly to us:

- The file transfer site is located at <https://file.ges.com/>
- Enter your email address in the "Your Email Address:" field.
- Enter **toupload@ges.com** in the "Recipient Email Address:" field.
- **IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"**
- Click next, browse to find your files and click the upload button to send.
- **NOTE:** This site will work with most browsers, except **Microsoft Internet Explorer**.

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW:	<b>HRPA 2017</b>	<b>ADVANCE PRICE DEADLINE DATE:</b>	<b>January 4, 2017</b>								
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>									
BOOTH #: _____		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width:100%; height:20px;"> <tr> <td style="width:25px;"> </td><td style="width:25px;"> </td><td style="width:25px;"> </td><td style="width:25px;"> </td> <td style="width:25px;"> </td><td style="width:25px;"> </td><td style="width:25px;"> </td><td style="width:25px;"> </td> </tr> </table>									
COMPANY _____		EXPIRY DATE _____ / _____									
STREET _____		CARDHOLDER NAME _____									
CITY _____ PROV/STATE _____ CODE _____		CARDHOLDER SIGNATURE _____									
E-MAIL _____		<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)									
PHONE _____ FAX _____											
CONTACT NAME _____											

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

## Create a Lasting Impression!

GREEN FLOOR PLANTS					
QTY	ITEM #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	PFP25	2 ft. to 5 ft. Tall	<b>\$85.90</b>	\$119.31	
	PFP68	6 ft. to 8 ft. Tall	<b>\$167.62</b>	\$232.80	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	<b>\$251.42</b>	\$349.20	
GREEN TABLE PLANTS					
	PBF	Boston Fern	<b>\$62.86</b>	\$87.30	
	PTP	Table Plant - 10"	<b>\$62.86</b>	\$87.30	
	PMUM	Mums	<b>\$37.71</b>	\$52.38	
FLOWERING PLANTS & SPECIAL REQUESTS					
	PFAS	Standard Fresh Flower Arrangement	<b>\$123.62</b>	\$171.69	
	PFAP	Premium Fresh Flower Arrangement	<b>\$228.38</b>	\$317.19	
	PFAE	Exotic Arrangement	<b>\$157.14</b>	\$218.25	



PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

\_\_\_\_\_

**Terms & Conditions**

- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show. No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #R104060264	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Factoring Green into Exhibition



**We integrate sustainable business practices, both internally and with preferred vendors in the exhibition industry.**

With the future in mind, we are dedicated to providing green product options and services to all our show organizers and exhibitors. As the need to conserve resources grows, we will continue to explore ways to deliver sustainable solutions.

**Our green exhibition products:**

- 100% recyclable graphics, use of bioboard (60% recycled content) and biobanner (an oxo-biodegradable alternative to vinyl)
- 100% recyclable carpet and carpet padding made with 98% pre- and post-consumer content
- Using Expresso<sup>SM</sup>, our online ordering system, for most shows reduces the use of paper exhibitor manuals

**Our green operational efforts:**

- Recycling carpet and padding
- Utilizing energy efficient lighting
- Recycling paper and ink cartridges from printers
- Purchasing recycled paper and signage products
- Recycling steel and aluminum exhibit structures

 Please consider the environment before printing this page.

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: <b>HRPA 2017</b>	<b>ADVANCE PRICE DEADLINE DATE:</b> <b>January 4, 2017</b>				
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>				
BOOTH #: _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX				
COMPANY _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> </tr> </table>				
STREET _____	EXPIRY DATE _____ / _____				
CITY _____ PROV/STATE _____ CODE _____	CARDHOLDER NAME _____				
E-MAIL _____	CARDHOLDER SIGNATURE _____				
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)				
CONTACT NAME _____					

**EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR**

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.  
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

LABOUR INSTALLATION AND DISMANTLING				
Item #	Item #	DESCRIPTION	PER HOUR	
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	<b>\$113.30</b>	
LINOT	LOOT	Overtime Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$170.98</b>	
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$221.45</b>	

<b>INSTALLATION</b>	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
<b>DATE/TIME LABOUR REQUIRED:</b> _____	AM PM <small>Day / Date/ Month / Year</small>
<b>NUMBER OF PEOPLE REQUIRED</b> _____	<b>X HOURS PER PERSON</b> _____ = <b>TOTAL EST. HRS.</b> _____
<b>DISMANTLING</b>	
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
<b>DATE/TIME LABOUR REQUIRED:</b> _____	AM PM <small>Day / Date/ Month / Year</small>
<b>NUMBER OF PEOPLE REQUIRED</b> _____	<b>X HOURS PER PERSON</b> _____ = <b>TOTAL EST. HRS.</b> _____

**Terms & Conditions**

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- 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.

<b>EST. SUBTOTAL</b>	
<b>13% HST</b>	
<b>EST. TOTAL</b>	
	<small>HST #R104060264</small>

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**IN BOOTH FORKLIFT  
INSTALLATION AND DISMANTLING**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: **HRPA 2017**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**ADVANCE PRICE DEADLINE DATE:** **January 4, 2017**

**CREDIT CARD AUTHORIZATION**

MASTERCARD  VISA  AMEX

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

EXPIRY DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor materials within your booth space.  
**Minimum charge of 1 hour per order.** (Includes installation and dismantling).

**THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT**

IN BOOTH INSTALLATION AND DISMANTLING				
Item #	Item #	DESCRIPTION		PER HOUR
IBIRFL	IBORFL	Straight Time	Monday-Friday 8:00am - 4:00pm	<b>\$246.17</b>
IBIOTFL	IBOOTFL	Overtime	Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$295.61</b>
IBIDTFL	IBODTFL	Double Time	Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$350.20</b>

**A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)**

**PLEASE COMPLETE THE FOLLOWING:**

SUPERVISOR NAME: \_\_\_\_\_ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: \_\_\_\_\_

Day	Date	Month	# of Hours	# of Forklifts
-----	------	-------	------------	----------------

DISMANTLING TIME REQUIRED: \_\_\_\_\_

Day	Date	Month	# of Hours	# of Forklifts
-----	------	-------	------------	----------------

**INSTALLATION** Start: \_\_\_\_\_ AM PM Finish: \_\_\_\_\_ AM PM Est. Total Hours \_\_\_\_\_

**DISMANTLING** Start: \_\_\_\_\_ AM PM Finish: \_\_\_\_\_ AM PM Est. Total Hours \_\_\_\_\_

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

**Terms & Conditions**

- Exhibitor must check forklift/driver in and out at the GES Service Centre.
- 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.
- GES Limits of Liability apply.

<b>EST. SUBTOTAL</b>	_____
<b>13% HST</b>	_____
<b>EST. TOTAL</b>	_____
GST #R104060264	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

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

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

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

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

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

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

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

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

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



# ADVANCE WAREHOUSE SHIPPING LABEL

HRPA 2017

## EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:** GES/HRPA 2017  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BETWEEN

Tuesday, January 3, 2017 9am - 4pm  
Monday, January 23, 2017 9am - 4pm

# DIRECT TO SHOW SITE SHIPPING LABEL

HRPA 2017

**EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE**

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:** GES/HRPA 2017  
Metro Toronto Convention Centre  
South Building, Hall E  
222 Bremner Blvd.  
Toronto, Ontario, Canada  
M5V 3L9

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:**

**Tuesday, January 31, 2017 12 NOON - 6:00 PM**



# logistics

## GES Logistic Services

*GES is proud  
to offer our  
clients a one  
source solution  
for  
Customs and  
Transportation  
services*

### Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line

### 24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

### On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

### Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

### Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

### Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: [www.gesexpo.ca](http://www.gesexpo.ca)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**Ship everywhere with GES Logistics Services.**

It's (almost) show time! Are you ready?

GES offers many products and services to help you achieve the results you are looking for. Have you considered...

## **GES Logistics Services** *Local, Regional, International*

-  **Transportation**
-  **Tracking & Tracing**
-  **Warehousing**
-  **Exhibit Management**

**Let GES Logistics handle the details.** We smoothly navigate the many challenges of event management from shipping to tracking to warehousing and more.

Our **GES** Logistics team offers you  
**one-stop shopping for all your tradeshow and event needs.**

### **Transportation management you can rely on.**

With **GES** Logistics, you have a variety of shipping options:

- Common Carrier
- LTL trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, 3 - 5 day service.

**Want to find out more?**

**Call toll free at 1-877-437-4247 or complete information below and fax to (905) 283-0501, and let GES take care of your logistics needs from start to finish.**

Company Name:	Phone:
Contact:	Fax:

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
 torontoexhibitorservices@ges.com www.gesexpo.ca

### PICK UP INFORMATION

COMPANY NAME: \_\_\_\_\_ PICK UP DATE: \_\_\_\_\_ PICK UP TIME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_ LOADING DOCK:  YES  NO  
 CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_ CUSTOMS PAPERWORK ATTACHED:  YES  NO  
 CONTACT: \_\_\_\_\_ IF YES, CUSTOMS BROKER: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

I will be shipping to:  ADVANCED WAREHOUSE  SHOW SITE

### DESTINATION

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 ON-SITE CONTACT: \_\_\_\_\_  
 SHOW NAME: **HRPA 2017** DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_  
 FACILITY: **Metro Toronto Convention Centre, South, Hall E**  
 ADDRESS: **222 Bremner Blvd.**  
 CITY: **Toronto** PROV/STATE: **Ontario** POSTAL CODE: **M5V 3L9**

### SERVICE REQUIRED

ONE WAY  ROUND TRIP  
 TIME CRITICAL  3-5 DAY  GROUND

### ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
_____ CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
_____ CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
_____ CRATES (WOODEN)	H _____ x W _____ x L _____	
_____ SKIDS/PALLETS	H _____ x W _____ x L _____	
_____ CARPET/COLOUR: _____	H _____ x W _____ x L _____	
_____ OTHER LIST: _____	H _____ x W _____ x L _____	
_____ TOTAL	TOTAL WEIGHT:	

### BILLING AND PAYMENT INFORMATION

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TEL: \_\_\_\_\_  
 CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_  
 VISA  MASTERCARD  AMERICAN EXPRESS  
 CARDHOLDER NAME: \_\_\_\_\_ CARDHOLDER SIGNATURE: \_\_\_\_\_

### TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited 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. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

**By signing this order form, shipper agrees to be bound by all its terms and conditions.**

X \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_



5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.gesexpo.ca

**ADVANCE WAREHOUSE ORDER FORM**

**Warehouse Location: 6130 Netherhart Rd., Mississauga, Ontario, Canada L5T 1B7**

**BILLING INFORMATION**

Company Name: _____	Expected Date of Arrival to Warehouse: _____
Address: _____	Crated or Loose Items: <input type="checkbox"/> YES <input type="checkbox"/> NO
City: _____ Prov/State: _____ Postal Code: _____	Customs Paperwork Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO
Contact: _____	If yes, Customs Broker: _____
Phone: _____	Contact: _____
Fax: _____ Email: _____	Phone: _____

I will be shipping to:  ADVANCED WAREHOUSE  SHOW SITE

**DESTINATION**

Show Name: HRPA 2017 Booth #: \_\_\_\_\_

Facility: Metro Toronto Convention Centre, South, Hall E

Address: 222 Bremner Blvd. Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

City: Toronto Prov/State: Ontario Postal Code: M5V 3L9

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**ITEMS TO BE SHIPPED**

SERVICE WILL BE CHARGED ON **ACTUAL WEIGHT & DIMENSIONS**

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES	ESTIMATED WEIGHT
<u>        </u> CARTONS (CARDBOARD)	H <u>    </u> x W <u>    </u> x L <u>    </u>	
<u>        </u> CASES/TRUNKS (FIBRE) COLOUR: _____	H <u>    </u> x W <u>    </u> x L <u>    </u>	
<u>        </u> CRATES (WOODEN)	H <u>    </u> x W <u>    </u> x L <u>    </u>	
<u>        </u> SKIDS/PALLETS	H <u>    </u> x W <u>    </u> x L <u>    </u>	
<u>        </u> CARPET/COLOUR: _____	H <u>    </u> x W <u>    </u> x L <u>    </u>	
<u>        </u> OTHER LIST: _____	H <u>    </u> x W <u>    </u> x L <u>    </u>	
<b>TOTAL</b>	<b>TOTAL WEIGHT</b>	

**ADVANCE SHIPMENTS TO WAREHOUSE: \$49.00 PER 100LBS. min. 300lbs**

**Advance Warehouse services do not include Material Handling Services and charges.**

**ADVANCE WAREHOUSE SERVICES INCLUDES DELIVERY TO SHOW SITE ONLY**

**YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT CONCLUSION**

**PAYMENT OPTIONS**

VISA  MASTERCARD  AMERICAN EXPRESS

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_ CARDHOLDER SIGNATURE: \_\_\_\_\_

**TERMS & CONDITIONS**

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited 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. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

**By signing this order form, shipper agrees to be bound by all its terms and conditions.**

X \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_



## **customs**

*GES is proud  
to offer our  
clients a one  
source solution  
for  
Customs and  
Transportation  
services*

## **GES Customs Services**

### **Reliable and Efficient Service**

- Experienced and reliable staff you can depend on who specialize in trade show Customs procedures
- Personnel are accessible at all times

### **Value Added Service**

- Save time and money by making fewer calls

### **Personalized Service**

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

### **On-Site Representation**

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the trade show floor

### **Simplified Ordering**

For your convenience choose one of the ordering options available:

- Online: [www.gesexpo.ca](http://www.gesexpo.ca)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**Leave all your shipping, customs clearance and furniture rentals to GES.**



# Customs / Transportation Order Form

EXAMPLE

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES  
FOR (PLEASE CHECK ONE)

Customs Clearance  
And Transportation

Customs Clearance  
Only

Transportation  
Only

## SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: ABC MACHINE COMPANY Email Address: \_\_\_\_\_

U.S. Tax # or U.S. IRS ID #: 31-2293941

Event Name & Booth #: INTERNATIONAL MACHINERY SHOW Booth #: 1430

Facility Name: MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG

Shipment Date: MARCH 3, 2001 From (City): NEW YORK Carrier Name: GES LOGISTICS

It Consists of (# Cartons): 6 Weight: 1,500  lbs.  kgs.

Our Rep @ Event: BILL SMITH Staying At (Hotel): RYH - ROYAL YORK Tel: 416-368-2511

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

## SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Delivery Address: 100 - 5<sup>TH</sup> AVENUE

City: NEW YORK Province/State: NEW YORK Postal / Zip: 10012-1010

Name: JOE BROWN Telephone: 212-286-2140 Fax Number: 212-286-2100

Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

## SECTION 3 CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

I hereby authorize use of the following credit card for payment of services relative to this order form

### CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To:  VISA  MASTERCARD  AMERICAN EXPRESS

Credit Card Number: 123 456 789 012 Expiry: 09 / 03

Cardholder's Name: BILL SMITH Title: DIRECTOR OF SALES

Cardholder's Signature: BILL SMITH

ORIGINAL SIGNATURE REQUIRED

## SECTION 4 INVOICE / STATEMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Mailing Address: 100 - 5<sup>TH</sup> AVENUE

City: NEW YORK Province/State: NY Postal / Zip: 10012-1010

Attention: BILL SMITH Telephone: 212-286-2140 Fax Number: 212-286-2100

## SECTION 5 ORDER AUTHORIZED BY

This Form Was Completed By: JOE BROWN  
( Please Print Full Name )

Title: DIRECTOR OF MARKETING

Date: APRIL 17, 2001





# Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES FOR (PLEASE CHECK ONE)  Customs Clearance And Transportation  Customs Clearance Only  Transportation Only

**SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION**

Exhibitor / Company Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

U.S. Tax # or U.S. IRS ID #: \_\_\_\_\_

Event Name & Booth #: \_\_\_\_\_ Booth #: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Shipment Date: \_\_\_\_\_ From (City): \_\_\_\_\_ Carrier Name: \_\_\_\_\_

It Consists of (# Cartons): \_\_\_\_\_ Weight: \_\_\_\_\_  lbs.  kgs.

Our Rep @ Event: \_\_\_\_\_ Staying At (Hotel): \_\_\_\_\_ Tel: \_\_\_\_\_

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

**SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION**

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal / Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

**SECTION 3 CREDIT CARD AUTHORIZATION (NOTE – THIS SECTION MUST BE COMPLETED)**

I hereby authorize use of the following credit card for payment of services relative to this order form

**CREDIT CARD INFORMATION MUST BE COMPLETED**

Charge To:  VISA  MASTERCARD  AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

ORIGINAL SIGNATURE REQUIRED

**SECTION 4 INVOICE / STATEMENT INFORMATION**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal / Zip: \_\_\_\_\_

Attention: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 5 ORDER AUTHORIZED BY**

This Form Was Completed By: \_\_\_\_\_  
( Please Print Full Name )

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada <b>MARCH 3, 2001</b></p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p>
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<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG  222 BREMNER BLVD TORONTO, ON M5V 2E6</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises <b>U.S.A.</b></p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
--	--

<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
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<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p>	<p>10 Currency of Settlement / Devises du paiement USD</p>
--	--

11. No. of Pkgs. / Nbre. de colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	Relacement Value / Valeur de Remplacement	
			14. Unit Price / Prix Unitaire	15. Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces <b>6</b></p>		
<p>18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale</p>	<p>16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/>kgs.</p> <p>Net. Weight / Gross Wt./ Brut N/A                      1,500 lbs</p>	<p>17. Invoice Total / Total de la facture</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p> <p>Contact: BILL SMITH</p> <p>Tel: 212-268-2140                      Fax: 212-268-2511</p>
<p>21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p> <p>N/A</p>	

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)			
		6 Country of Transshipment / Pays de transbordement			
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?  YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case  Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact:  Tel: Fax:			