



Advance Material Handling Order Form

E9-11A

RETURN TO: GES 350 Longman Crescent, Regina, SK S4N 6J4 Phone: 306-347-8280 FAX: 306-569-7484
SEE US ONLINE: www.gesexpo.ca Email: regina@ges.com

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

Canadian Western Agribition

November 21 - 26, 2011

Evraz Place

DISCOUNT DEADLINE DATE:

November 7, 2011

ADVANCE WAREHOUSE SHIPMENTS

MATERIAL HANDLING CONTRACTOR:

GES
350 LONGMAN CRESCENT
REGINA, SASKATCHEWAN S4N 6J4
(306) 347-8280

Warehouse Shipments (30 days free storage)

The rate for this service includes unloading at the warehouse and delivery to:

Evraz Place

\$57.50 per 100 lbs - crated / \$115.00 minimum

Shipments arriving on or before
may be consigned to:

November 14, 2011

****PLEASE MAKE SURE ALL INFORMATION IS FILLED OUT****

Ship Via:	Carrier:
	Account #
	Tracking #

Exhibitor Name:
Booth No.
Canadian Western Agribition C/O GES 350 Longman Crescent Regina, Saskatchewan S4N 6J4 (306) 347-8280

Please refer to the shipping labels in this manual.

GES shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building. **Claims must be filed by the exhibitor before close of show.**

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

CALCULATION OF MATERIAL HANDLING CHARGES

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

Total Weight (200 lbs minimum per shipment):	/ 100	x \$57.50	= \$
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Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$
	5% GST:	\$
	PAYMENT ENCLOSED:	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

Canadian Western Agribition

November 21 - 26, 2011

Evraz Place

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 to the GES Warehouse

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

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attached enclosed Advance Shipping Labels.
- Complete the enclosed Advance 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 to the warehouse.

How to Ship to Exhibit Site

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

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 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 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

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicentre**. 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.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If you 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 has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability

Liability - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES negligence.

Measure of Damage - If GES 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 does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES.

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO:

EXHIBITING COMPANY

Canadian Western Agribition

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES

350 LONGMAN CRESCENT
REGINA, SASKATCHEWAN S4N 6J4

SHIPMENT SHOULD ARRIVE ON OR BEFORE
November 14, 2011

Carrier _____

Number _____ of _____ pieces



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E9-11E

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.