



# Installation & Dismantling Order Form

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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

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

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

### IMPORTANT INFORMATION & RATES

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

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES	Times	Labourer
Straight Time	Between 8:00 AM and 5:00 PM Weekdays	\$60.00
Over time	Before 8:00 AM and after 5:00 PM Weekdays and all day Saturdays, Sundays and Holidays.	\$90.00

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

### PLEASE INDICATE SERVICE

### PLACE ORDER HERE

- GES SUPERVISED (OK TO PROCEED)**  
 GES will supervise labour to:
  - Unpack and install display before exhibitor arrival at show site.
  - Dismantle and pack display after show closing.
  - Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI. Labour.

A 35% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
 Exhibitor will supervise.
  - Indicate workers needed for installation and dismantling.
  - GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.
- GES CANADA is responsible for the following type of booth:**
  - Pop-up
  - Custom
  - Other:

SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$

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	2. 35% GES Supervision	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

Orders taken at the Exhibit Site will incur a 30% Walk-up Surcharge

Notes:	<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
	<b>5% GST:</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

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