

3rd | INTERNATIONAL CONGRESS ON ABDOMINAL OBESITY

9 to 12
July 2012

Québec City
QC, Canada

BRIDGING THE GAP BETWEEN CARDIOLOGY AND DIABETOLOGY



EXHIBITORS' TECHNICAL MANUAL

www.ICAO2012.myhealthywaist.org

Organized by



International Chair on
Cardiometabolic Risk

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Dear ICAO Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the ICAO Exhibition. The Exhibition will be held in conjunction with the 3rd International Congress on Abdominal Obesity (ICAO), in Québec, Québec City, Canada from July 9 – 12, 2012.

Please read all of the information in this manual. It will take you very little time now and could save you a great deal of time later.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with posters, lunches and coffee breaks taking place in the Exhibition area.

For your convenience, the manual has been divided into sections:

Section 1	General Information
Section 2	Exhibition Floor Plan, List of Exhibitors & Schedule
Section 3	Exhibition Services
Section 4	Official Contractors
Section 5	Technical Information
Section 6	Rules & Regulations
Section 7	Order Forms, Handling

We are happy to assist with any additional services that you may require.

If there is anything that we can do to facilitate your stand set up, please do not hesitate to contact us.

We wish all of us a successful Congress and Exhibition.

Best Regards,

Ms. Tsivya Fox
Exhibition Manager

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Section 1: GENERAL INFORMATION

Congress Secretariat

Ms. Jodene Vasquez
Assistant Project Manager
ICAO 2012
1-3 Rue du Chantepoulet, PO Box 1726
CH-1211 Geneva 1
Switzerland
Tel: +41 22 908 0488 ext. 813
Fax: +41 22 906 9140
E-mail: jvasquez@kenes.com

Dates

Congress : Monday, July 9 – Thursday, July 12, 2012
Exhibition: Tuesday, July 10 – Thursday, July 12, 2012

Exhibition Manager

Kenes International
Ms. Tsivya Fox
Tel: +41 22 908 0488 ext. 974
Fax: +41 22 906 9140
E-mail: tfox@kenes.com

Registration & Hotel Accommodation

Kenes International
Ms. Shirley Milner
Tel: +41 22 908 0488 ext. 815
Fax: +41 22 906 9140
E-mail: smilner@kenes.com

Sponsorship & Exhibition Sales Contact

Kenes International
Ms. Gabriela Scharf
Tel: +41 22 908 0488 ext. 835
Fax: +41 22 906 9140
E-mail: gscharf@kenes.com

Venue Exhibitor Services

Québec City Convention Centre

Ms. Line Laliberté

Tel: +418 649 7711 ext. 4066 / 1 888 679 4000

Fax: +418 644 6455

E-mail: services@convention.qc.ca

Website: www.convention.qc.ca

All Shipment Deliveries:

Loading Dock Level 4

855 rue Jean-Jacques-Bertrand

Québec (Québec) G1R 5V3

Trailers must not exceed 13 ft. 5 in. in height and 53 ft. in length.

Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owners expense.

Congress Website

For further information and accommodation forms, please visit the Congress website:

<http://icao2012.myhealthywaist.org/>

Exhibition Time Table At-A-Glance (subject to change)

Exhibition Set-up	Monday, July 9, 2012	10:00-19:00
	Tuesday, July 10, 2012	08:00-15:00
Exhibition Opening Hours	Tuesday, July 10, 2012	16:30-21:30
	Wednesday, July 11, 2012	09:45-16:45
	Thursday, July 12, 2012	09:45-16:00
Dismantling/Breakdown	Thursday, July 12, 2012	16:00-22:00

Please note:

- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Empty crates and packaging materials must be removed after set-up and no later than Monday, July 9 at 19:00.
- Dismantling of the stands before the official closing of the Exhibition is not permitted.
- Any equipment, display aid or other material left behind after Thursday, July 12, at 22:00 will be considered discarded and abandoned.

For information regarding move-out procedures at the closing of the exhibition, please go to: <http://convention.qc.ca/en/planning-event/plan-and-exhibit/client-guide> at the end of the Exhibitor's Handbook Reference Manual or on <http://convention.qc.ca/fr/jorganise-un-evenement/organisez-et-exposez/guide-client> at the end of the Document de référence pour la préparation du manuel de l'exposant.

Opening Ceremony and Welcome Reception

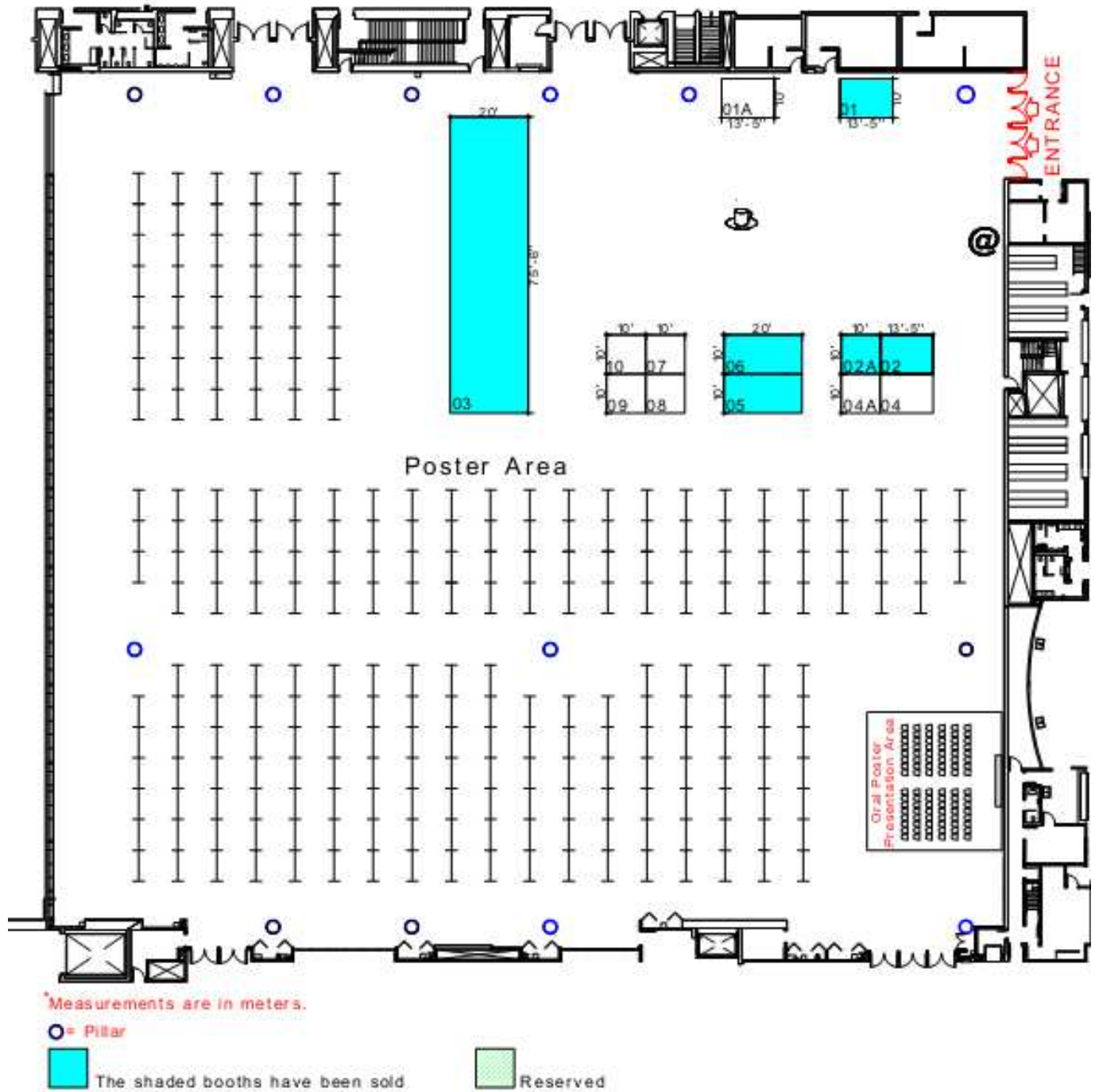
You are cordially invited to the Opening Ceremony held in in Hall A, followed by the Welcome Reception held in the Exhibition area on Tuesday, July 10 from approximately 20:00-21:30. Exhibitors are asked to please man their stands during the Welcome Reception in the Exhibition Hall.

Smoking

Smoking is prohibited at all times in the Congress halls, Exhibition and restrooms. Your compliance is appreciated.

Section 2: EXHIBITION FLOOR PLAN, LIST OF EXHIBITORS & SCHEDULE

Exhibition Floor Plan (as of May 2012)



List of Exhibitors (As of May 2012)

Company	Booth #	Measurements in feet	Equivalent size in sqm	Layout	# of Free Badges
American Heart Association	2A	10 x 10	9	Pipes and Drapes	4
Dairy Farmers of Canada / Les Producteurs laitiers du Canada	6	20 x 10	18	Pipes and Drapes	4
International Chair on Cardiometabolic Risk	2	13 x 10	12	Pipes and Drapes	4
Johnson & Johnson	1	13.5 x 10	12	Pipes and Drapes	4
Merck Canada Inc.	5	20 x 10	18	Pipes and Drapes	4
Pfizer Canada	3	75.6 x 20	138	Space Only	4

Exhibition Schedule

Submission of Exhibition Forms	Deadlines
Hotel Reservation for Staff	As soon as possible
Designed Stand Approval	Friday, June 22
Name on Fascia for Pipes and Drapes	Friday, June 22
Electricity & Electrical Appliances	Friday, June 22*
Exhibitor badges	Friday, June 22
Furniture Rental	Monday, June 25
Telecommunications	Friday, June 22*
Lead Retrieval Barcode Reader	Friday, June 22
Stand Cleaning	Friday, June 22*
Stand Catering	Friday, June 22
Flowers and Plants	Monday, June 25
Security	Friday, June 22*
Hostess	Friday, June 22*
Payment of Invoice Balance	Must be received in full before Exhibition opens
Transport / Storage / Customs / Empties	As soon as possible

*Any venue order forms received after this deadline will be subject to an additional charge of 25%.

Section 3: EXHIBITION SERVICES

Exhibitor Registration/Badges

All exhibitors are required to register and will receive a badge displaying the exhibiting company name. Specific participant names will not appear on the badge in order that they may be interchanged between exhibitors. Please note that every exhibitor is receiving 4x Exhibition badges.

For additional exhibitors, there is an exhibitor registration fee of CAD \$170.

Exhibitor badges allow access to the Exhibition area only and shall be used by company staff only.

To order additional exhibitor badges, please fill in the order form or contact Tsivya Fox at:

tfox@kenes.com

Exhibitor's badges may be collected from the Registration Desk onsite.

Badges will not be mailed in advance.

Service Passes

Stand contractors and staff must wear service passes during the entire set-up and dismantling period.

Service passes are free of charge and may be collected from the Registration Desk onsite.

Section 4: OFFICIAL CONTRACTORS

Audiovisual Services for Exhibition Booths Only

The official supplier of all audiovisual equipment at the Venue is:

AVW-TELAV

Mr. Luc Dufresne

Tel: +418 649 5225

Fax: +418 649 5224

E-mail: ldufresn@avwTelav.com

Please note order form details under “Convention Centre Services”.

Convention Centre Services

The Venue offers the following services:

Banner hanging, electricity, booth cleaning, temporary personnel, plumbing security and telephony.

Order forms, as well as those for Audiovisual, Catering and Internet & Computer Rental partners, are on the website at: <http://convention.qc.ca/en/planning-event/plan-and-exhibit/exhibitor-order-forms> for the English version and <http://convention.qc.ca/fr/jorganise-un-evenement/organisez-et-exposez/bons-de-commandes-exposants> for the French version.

Roll down to the name of your event, click on Centre’s order forms to open the Excel file and select the appropriate tab at the bottom of your screen to reach the order forms .

Please note that orders received after 16:30/4:30pm on Friday, June 22, 2012 incur a 25% additional charge. We recommend that you complete the QCCC order forms over the screen and email them at services@convention.qc.ca or print, sign and fax them to +418 649-5266.

An onsite service counter will be available to exhibitors who have last minute requests. However, a 25% additional charge will apply and some services may not be guaranteed.

For further details concerning Venue services, please feel free to contact Exhibitor Services at: +418 649 7711 ext. 4066 or +1888 679 4000 or Line Laliberté by E-mail at: services@convention.qc.ca.

Contractor Services-Additional Stand Fittings, Rental furniture, Material Handling

For furnishings rental, carpet, signage, labor, storage, and plants, please find order forms at the end of this manual. To qualify for discount prices, orders must be returned to GES before the deadline date of Monday, June 25. An onsite representative will be present during set up for any last minute orders.

Should further assistance be needed, please feel free to contact:

GES Québec

Dominik Bergeron Talbot

Tel: +418-877-2727 ext. 222

E-mail: Dbergeron-talbot@ges.com

Customs Clearance, Freight, Onsite Handling, and Storage Agent

GES Québec

Mr. Alex Chavez

Tel: +514 861 9694 ext. 10

E-mail: achavez@ges.com

Internet Services and Computer Rental

The exclusive Internet services supplier and computer rental official supplier at the Venue is:

Miro Computer Rental

Mr. Robert Beauchamp

Tel: +418 649 5219

Fax: +418 780 3358

E-mail: robert.beauchamp@mirolocation.com

Stand Catering

Mr. Daniel Gaudreault

Director of catering

Tel: +418 649-5212

E-mail: dgaudreault@convention.qc.ca

Section 5: TECHNICAL INFORMATION

Additional Stand Fittings & Rental Furniture

Please complete the order form with your requirements and return it to the official stand contractor.

*Please submit your orders by Monday, June 25, 2012.
All orders after this time cannot be guaranteed.*

Build-Up Height

The maximum building height for the top of all elements in the booth is **4 meters**.

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.

Ceiling Suspensions

Suspension from the ceiling is permitted. Please make your arrangements directly with the **Convention Centre Services**.

Customs Clearance, Freight Handling, Onsite Logistic and Storage Services

For security, insurance, and efficiency reasons, GES Québec is the sole official agent for any onsite activities such as onsite handling.

Exhibitors who use their own shipping facilities to the venue are requested to coordinate a time schedule with GES Québec for unloading their cargo into the venue.

Material shipped directly to the Québec City Convention Centre before the exhibitor is onsite will be managed by GES at applicable rate.

The exhibitor carrying his material himself to the Centre may handle it from the dock to his booth and back using the Centre's carts which are available at the loading dock.

All shipments and deliveries, including by courier, must be coordinated with GES Québec. Merchandise will not be accepted at the Centre's entrances and must be delivered to the loading docks.

The Québec City Convention Centre will accept direct shipping material only as of Friday, July 6, 2012. Storage charges will apply for any exhibitor's material received before that date.

Please note the following document:

LETTER OF RECOGNITION FOR A FOREIGN ORGANIZATION

Event: The 3rd International Congress on Abdominal Obesity (ICAO)

Dates: July 9-12, 2012

Location: Québec City Convention Centre

Dear Madam/Sir:

We are pleased to inform you that the Canada Border Services Agency (CBSA) recognizes your event as a foreign organization. As such, CBSA will be waiving the requirement for the subject goods to be documented on the Temporary Admission Permit (Form E29B), as well as the requirement to post security deposit. This waiver is granted on condition that participants:

- Identify themselves to CBSA officers at the Canadian border as participants at the meeting by presenting a copy of this letter of Recognition or official correspondence from your organization;
- Declare all goods being temporarily imported (including equipment and personal effects) and their intended use and be prepared to provide a written list or invoice of the goods;
- Export all temporarily imported goods following the conclusion of the meeting.

Should you decide to give away, sell or otherwise dispose of any temporarily imported goods, please contact the Customs Superintendant at the nearest Customs office, in this case the Quebec office, tel: 418-648-3881 or 418-640-3351 to properly account for those goods. Any good that remain in Canada after the event become liable for the payment of duties and taxes on a Canada Customs Coding Form B3 regardless of whether or not the goods are sold.

Most persons involved in events being held in Canada are not considered as «working in Canada» and therefore do not need work permits. Direct sales to the public at large are prohibited without a validated employment authorization. Event organizers should provide their invited speakers with a Speaker's Letter of Introduction to present to officials at the border as well as this letter. American citizens do not require a visa to visit Canada. Additional information on visas and work permits is available on the CIC Website at:

<http://www.cic.gc.ca>

Phone number: 1-888-242-2100

Citizens of some countries require a Visa to visit Canada. Foreign exhibitors will require a work permit if they perform direct sales to the general public. For more information contact CIC at:

<http://www.cic.gc.ca/English/visit/visas.asp>

Visitor's information can be obtained at:

www.cbsa-asfc.gc.ca

The tax refund program was recently modified. Information can be obtained at:

www.cra-arc.gc.ca/tax/business/topics/gst/whatsnew-e.html

Please ensure that a copy of this letter accompanies each shipment of goods to your event and is carried across the border by each participant coming to your meeting.


Prior to re-importation your exhibitors should contact their local Customs office or if applicable their customs broker to determine proper procedures. Please contact your customs broker if you have any importation or transportation inquiries.


We are please to welcome you and your event to Canada and we wish you and all the great success and a pleasant stay in Quebec City.

Yours truly,

Josée Daigle

CBSA Officers

(418) 648-3881 

 (418) 649-6259

Electricity

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by Québec City Convention Centre.

To order electricity, please see ordering details above under **Convention Centre Services**.

Exhibition Hall-Room 400AB

Please note that the Exhibition will be held at the Entrance level in the “Exhibition Hall”.

Floor

The floor in the Exhibition hall is gray rubber athletic covering.

Flowers & Plants

For ordering flowers and plants, please refer to the order form found at the end of this manual.

Hostesses

If you require a hostess, please see ordering details above under **Convention Centre Services**.

Parking

There are many underground parking spaces close to the Centre, including at the Marie-Guyart complex (Complex G), at Place Québec, at the Delta Hotel and in the D’Youville parking lot. All are linked by underground connections. These lots operate 24 hours a day, 7 days a week.

Parking is prohibited at all times on Promenade Desjardins.

Security

The Organizers will provide general security guard services in the Exhibition Hall during closing hours. The exhibition booths are located near the poster area.

Neither the Québec City Convention Centre nor the Organizers can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.

If you require extra security, please see ordering details above under **Convention Centre Services**.

Pipes and Drapes

Each booth will be set with an 8' high blue back Drape and 36" high blue side dividers.

In addition, each booth will include the following:

- 1x 6' draped table
- 2x gray side chairs
- Gray carpet
- 1x Waste basket
- One 7" high x 44" wide one-line **identification sign**

showing the exhibiting company name. 36 characters can fit on this sign. **Please send your company name, as you**

would like it to appear, before June 22, to:

tfox@kenes.com



For illustration only

Recycling and Residual Waste Management

Exhibitors are obligated to use the equipment provided at their disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including setup, dismanting and during the Exhibition).

Stand Catering

The catering in the is Québec City Convention Centre is exclusive.

Please arrange directly with the following contact all of your catering needs.

Mr. Daniel Gaudreault

Director of catering

Tel: +418 649-5212

Email: dgaudreault@convention.qc.ca

Stand Cleaning

There will be thorough cleaning of the Exhibition premises prior to the opening of Exhibition and a general cleaning (not including booths) daily prior to opening thereafter.

Each evening, at the closing of the Exhibition, trash bins should be placed outside the stand in the alleyway in order for the Venue to empty it at no charge. Any trash bins inside the booth will not be emptied.

For ordering daily booth cleaning, please go to the Québec City Convention Centre website at: www.convention.qc.ca/click on the tab Exhibitor/Exhibitor Services/under your event name.

Please note that booth cleaning prior to the Welcome Reception is provided by the Organizer.

Stand Design

Exhibitors who build their own stands are required to submit a scale drawing, including elevation views, to Tsivya Fox for approval by Friday, June 22, 2012. Please send this via E-mail to: tfox@kenes.com

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths or damaging the premises.

Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

If you have a platform, please note that if its height is higher than 4.5 cm, you are required to provide a ramp for handicap access.

The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

Each exhibiting company should let us know the name and details of their construction company in advance. Please send this information via E-mail to Tsivya Fox at: tfox@kenes.com

Work cannot commence until the exhibitor's layout is approved by the Organizers.

Onsite Storage (Mandatory)

Please note that the storage is included with material handling services. There are storage facilities near the Exhibition area at the Venue. For ordering storage, please use the order forms at the end of this manual or contact:

GES Québec

Mr. Alex Chavez

Tel: +514 861 9694 ext. 10

E-mail: achavez@ges.com

Please note that empty boxes or empty crates are not allowed to be stored inside or at the back of a stand. Material handling related to empties-out and empties-in is at the exhibitors' expense.

For security reasons, exhibitors are not allowed to store their own material.

Venue Restrictions

Adhesive Tape The only adhesives allowed at the Centre are listed below and may be purchased onsite:

- Walls: 3M wall mounting tabs, no. 7220
- Floors: Tuck Tape 85 or Tuck Tape 99
Double Face Echo Tape DC-W188F
- Brick walls: 3M wall mounting tabs, no. 7220

Alcohol drinking during Setup and Teardown To minimize the risks of accidents, and unless otherwise agreed with the Convention Centre, the Centre's caterer will not sell alcohol during the setup and teardown activities.

Animals With the exception of assistance dogs, the client must not bring any animals into the Centre without prior written authorization, nor allow any to be brought in.

Children	For safety reasons, the presence of children at the loading dock is not advised during set-up and dismantling.
Common Areas	Exhibitors must keep hallways, elevators, escalators, entrances, halls, lobbies, plasma screens, stairways, video monitors and building emergency exits free from obstruction at all times.
Fire	Exhibitors must comply with the fire prevention rules. Please refer to “ <i>Security Measures and fire prevention</i> ” for full details. Also, please note that the Convention Centre is a nonsmoking establishment.
Food Services	Capital HRS Inc. has an exclusive agreement to sell and distribute food and beverages inside the Centre. No food or beverages may be sold or distributed without the written permission of Convention Centre management or Capital HRS Inc.
Motorized Vehicles	The exhibitor must comply with the fire prevention rules. Please refer to “Security Measures and Fire Prevention” document on our Web site: www.convention.qc.ca for full details.
No smoking policy	The Québec City Convention Centre provides a totally smoke-free environment to its clientele. Since May 31 st 2006, according to provisions of the Law on the tobacco, smoking is strictly forbidden inside the Centre and also in the loading docks.
Noise Limits	Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. The Convention Centre has sole authority in this matter.
Security	The Centre offers general site security on a 24 hour basis. However, the Centre is not responsible for goods and property belonging to the exhibitors in rented spaces. Any additional security is a chargeable expense. Please use the order form to make your request.
Stickers	Stickers of any kind are strictly prohibited at the Convention Centre.

GENERAL RULES AND REGULATIONS

These rules are binding for all exhibitors and their subcontractors.

Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the exhibition stand.

Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.

Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

General Fire Regulations

Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Damage to the Premises

Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue are not allowed without a prior written authorization.

Insurance (compulsory)

Neither the organizers nor the Québec City Convention Centre, their representatives or agents will be held responsible for any loss or damage to exhibitor's property.

Exhibitors must take precautions to protect their property against pilferage and must have their own liability insurance.

The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might cover in connection with the exhibition.

We also recommended that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Section 7: ORDER FORMS

- Exhibitor Badges
- Shipping Information, Order Forms, Catalog

BRIDGING THE GAP BETWEEN CARDIOLOGY AND DIABETOLOGY

Order Form – Badges

DEADLINE FOR RETURN: Friday, June 22, 2012

Return to: Tsivya Fox

Fax: +41 22 906 9140

Email: tfox@kenes.com

Company

Contact name

Tel _____ Fax _____

Email

All stand personnel and exhibitors are required to register. Each will receive a badge displaying the exhibiting company name. Specific participant names will not appear on the badge in order that they may be interchanged between exhibitors. Please note that every exhibitor is receiving 4x Exhibition badges.

Any additional stand personnel will be charged at CAD \$170 per exhibitor badge. These badges are for company personnel and will not entitle access to the Scientific Sessions.

Please note that individual participant names will not be written on the badges. Only the company name will appear.

Registered stand personnel will receive:

- Badge with Company name
- Access to the Exhibition Hall
- Entrance to the Welcome Reception
- Tea/Coffee/ Lunches during official breaks

A maximum of 25 characters, including spaces, can be printed on the badge. Please indicate in the box below how you would like your company name to appear:

[illegible]

Please indicate the total number of badges required:

DESCRIPTION	COST	QUANTITY	TOTAL
Free Badges	CAD \$0.00		
Extra Badges	CAD \$170		
Total			

An invoice will be sent for all additional badges required.



GES
Spécialiste mondial de l'événement

Order forms

Dear Exhibitor,

We are pleased that **GES Global Experience Specialist** has been selected as your Official Service Contractor for the 3rd International Congress on Abdominal Obesity 2012

We strive to offer you the best possible service to facilitate a successful show experience.

Please review this manual carefully. It contains information and order forms for each of the many services offered by **GES Global Experience Specialist**. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

Online ordering:

To access our online order forms, go to www.gesexpo.ca. Enter the city and click on "online ordering".

By placing your orders in advance, you can save 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES Global Experience Specialist requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 418-877-2727 and ask to speak to a Customer Service Representative (CSR).

In addition, our **GES Global Experience Specialist** Services centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

CSR Team

GES Global Experience Specialist
950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
Phone: 418-877-2727 / 1-877-877-2744
Fax.:418-877-2828
Email: infoquebec@ges.com



Payment & Credit Card Charge Authorization

ICAO 2012

July 9 to 12, 2012

Centre des Congrès de Québec

Deadline date

June 25 th 2012

COMPANY NAME	NAME	BOOTH #																														
STREET	CITY	PROVINCE	POSTAL CODE																													
PHONE	FAX	E-MAIL																														
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #																															
Payment Policy Payment for Services - Global Experience Specialist requires payment in full at the time services are ordered. Further, GES Global Experience Specialist requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card. Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline. Method of Payment - Global Experience Specialist accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques or wire transfers (to cover the bank fees). Third Part Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialist reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. Tax Exempt - If you are tax exempt in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline. Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES Global Experience Specialist on-site representative(s) of any problem(s) with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or Global Experience Specialist set up costs or expenses. Please refer to the individual forms for cancellation fees. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. If you have any questions regarding our payment policy please call Global Experience Specialist at 418-877-2727 or visit the Global Experience Specialist Servicentre at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with Global Experience Specialist. <i>You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.</i> For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event. Bank wire transfer information: GES Global Experience Specialist Canadian Imperial Bank of Commerce, 1155 Blvd. René-Lévesque West Montreal, Quebec, Canada, H3C 3E2 Canadian Dollars: Account # 8224919 Branch# 010 Transit # 00001 Swift Code: CIBCCATT American Dollars: Account # 8224919 Branch# 010 Transit # 00001 Intermediary Bank: Bank of America: ABA 026009593 Euros: Account # 8224919 Branch#010 Transit # 00001 Swift Code: CIBCCATT To properly credit your account , include the following information with your transfer and send this information to the GES address listed on the order forms: exhibiting company name, show name and the booth # date and amount of the transfer bank and country where transfer originated.				I agree in placing this order that I have accepted GES Global Experience Specialist payment policy and GES Global Experience Specialist Terms & Conditions of Contract PLEASE SIGN AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____ Credit Card Charge Authorization (All Information Must Be Provided) PROVIDE EXPIRATION DATE EXPIRATION DATE _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express NUMBERS at THE BACK Account # _____ - _____ - _____ - _____ CARDHOLDER'S NAME _____ PLEASE PRINT CARDHOLDER'S BILLING ADDRESS _____ CITY _____ PROVINCE / STATE _____ POSTAL CODE _____ PLEASE SIGN CARDHOLDER'S SIGNATURE _____ DATE _____ Calculation of Orders <table border="1"><tr><td>Materials Handling (Pages C9-5B & C9-6R or C9-6ME)</td><td>\$</td></tr><tr><td>Furnishings (page C9-16)</td><td>\$</td></tr><tr><td>Carpet (page C9-17)</td><td>\$</td></tr><tr><td>Accessories (page C9-18)</td><td>\$</td></tr><tr><td>Modular Panel & Accessories (page C9-19)</td><td>\$</td></tr><tr><td>Show Special (page C9-21A or C9-21B)</td><td>\$</td></tr><tr><td>Exhibit System Rentals (page C9-25)</td><td>\$</td></tr><tr><td>Cleaning (page C9-26)</td><td>\$</td></tr><tr><td>Plants & Flowers (page C9-22)</td><td>\$</td></tr><tr><td>Labour (page C9-28)</td><td>\$</td></tr><tr><td>Graphics & Signage (page C9-32)</td><td>\$</td></tr><tr><td>Wire Transfer Fee - Add \$25.00</td><td>\$</td></tr><tr><td>FULL PAYMENT DUE:</td><td>\$</td></tr></table> To simplify payment, send a cheque payable to Global Experience Specialist for your entire order or note the amount to be charged to your credit card. Charge my credit card in the amount of: \$ _____ Enclosed is a cheque in the amount of: \$ _____			Materials Handling (Pages C9-5B & C9-6R or C9-6ME)	\$	Furnishings (page C9-16)	\$	Carpet (page C9-17)	\$	Accessories (page C9-18)	\$	Modular Panel & Accessories (page C9-19)	\$	Show Special (page C9-21A or C9-21B)	\$	Exhibit System Rentals (page C9-25)	\$	Cleaning (page C9-26)	\$	Plants & Flowers (page C9-22)	\$	Labour (page C9-28)	\$	Graphics & Signage (page C9-32)	\$	Wire Transfer Fee - Add \$25.00	\$	FULL PAYMENT DUE:	\$
Materials Handling (Pages C9-5B & C9-6R or C9-6ME)	\$																															
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Labour (page C9-28)	\$																															
Graphics & Signage (page C9-32)	\$																															
Wire Transfer Fee - Add \$25.00	\$																															
FULL PAYMENT DUE:	\$																															

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 Global Experience Specialist 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 Global Experience Specialist 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.

Please note that when utilizing a ground carrier other than the official, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

How to Ship to Exhibit Site

Consign all shipments c/o GES Global Experience Specialist.

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 Global Experience Specialist 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

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 Global Experience Specialist Servicentre** of from your GES Global Experience Specialist 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.

Forced Freight

Shipments left on-site after

July 12th, 2012

Will be transferred to a storage warehouse. Charges relating to such shipping and handling are the responsibility of the exhibitor.

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 Global Experience Specialist 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 Global Experience Specialist has published GES Global Experience Specialist 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 Global Experience Specialist is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Global Experience Specialist negligence.

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



Manutention à l'avance Advance Material Handling

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

Des frais additionnels de 15% vous seront facturés si vous envoyez de la marchandise à l'entrepôt à l'avance sans nous avoir au préalable envoyé vos bons de commande

15% additional fees will be charged if you send freight to the advance warehouse without first sending us the order forms

Ce service inclut le déchargement à l'entrepôt et la livraison à votre kiosque au:
The rate for this service includes unloading at the warehouse and delivery to:

Centre des Congrès de Québec

\$71.00 / 100 lbs (encaissé/crated) / \$138.00 minimum
\$91,00 / 100 lbs (non-encaissé / uncrated) / \$173.00 minimum
\$67.00 / Envoi / shipment (<50lbs)

Envois arrivant entre: 4 juin au 4 juillet 2012
Shipments arriving between: June 4 to July 4 2012

IDENTIFIEZ ET ADRESSEZ TOUT VOTRE MATÉRIEL "TOUS FRAIS PRÉPAYÉS"
MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"

Nom de compagnie Exhibiting Company Name:	
No de stand Booth No.:	
A/s C/o	ICAO 2012 GES Spécialiste mondial de l'événement Québec Reimer Québec 839 Craig St-Nicolas, QC G7A 2N2

Veuillez vous référer aux étiquettes d'expédition de ce manuel.
Please refer to the shipping labels in this manual.

GES Spécialiste mondial de l'événement n'assumera aucune responsabilité pour la marchandise non emballée, mal emballée ou avec des dommages déjà apparents, la perte, le vol ou la disparition de toute marchandise après qu'elle soit livrée au kiosque de l'exposant ni avant la cueillette au kiosque de l'exposant pour le chargement après l'exposition. Toute réclamation doit être faite sur les lieux avant la fermeture de l'événement.

GES Global Experience Specialist 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.

Si vos transporteurs désignés ne ramassent ou ne livrent vos matériaux à temps, ni le promoteur ni GES Spécialiste mondial de l'événement ne sera responsable des délais subséquents.
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.

MÉTHODE DE CALCUL DES FRAIS / METHOD OF CALCULATION OF CHARGES

Il est entendu que votre calcul est un estimé. La facturation sera faite à partir du poids réel. Les ajustements seront effectués en conséquence.
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Notre envoi sera envoyé à l'entrepôt le: Our shipment will be sent to the warehouse on:		Nombre total de morceaux: Total Pieces:	
Transporteur / Carrier:		No de Pro / Tracking No.	
Dimensions de la plus grosse unité: Size of largest piece:		Poids de la plus grosse unité: Weight of largest piece:	
Poids total de l'envoi (200lbs minimum par envoi) Shipment total weight (200 lbs minimum per shipment)	/ 100	x \$71.00	= \$
Poids total de l'envoi (200lbs minimum par envoi) Shipment total weight (200 lbs minimum per shipment)	/ 100	x \$91,00	= \$
Nombre d'envois de moins de 50lbs Quantity of shipments weighing less than 50lbs		x \$67.00	= \$
Le formulaire d'autorisation de paiement par carte de crédit DOIT, SANS FAUTE, accompagner cette commande The Payment & Credit Card Charge Authorization Form MUST Accompany this Form		Montant / Amount	\$
		TPS 5% GST	\$
		Total partiel / Sub-Total	\$
		TVQ 9.5% QST	\$
		TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE

URGENT!

MATÉRIAUX D'EXPOSITION

DE:

EXPÉDITION À L'AVANCE

HEURES D'OUVERTURE DE L'ENTREPÔT: LUN-VEN 10:00 - 16:00.

À:

COMPAGNIE EXPOSANTE

ICAO 2012

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S GES Spécialiste mondial de l'événement
Reimer Québec
839 Craig
St-Nicolas, QC
G7A 2N2

EXPÉDITIONS DOIVENT ARRIVER ENTRE LE:
4 juin au 4 juillet 2012

Transporteur _____

Numéro _____ de _____ morceaux

URGENT!

MATÉRIAUX D'EXPOSITION

DE:

EXPÉDITION À L'AVANCE

HEURES D'OUVERTURE DE L'ENTREPÔT: LUN-VEN 10:00 - 16:00.

À:

COMPAGNIE EXPOSANTE

ICAO 2012

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S GES Spécialiste mondial de l'événement
Reimer Québec
839 Craig
St-Nicolas, QC
G7A 2N2

EXPÉDITIONS DOIVENT ARRIVER ENTRE LE:
4 juin au 4 juillet 2012

Transporteur _____

Numéro _____ de _____ morceaux

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 10:00 AM - 4:00 PM.

TO:

EXHIBITING COMPANY

ICAO 2012

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES Global Experience Specialist
Reimer Québec
839 Craig
St-Nicolas, QC
G7A 2N2

SHIPMENT MUST ARRIVE BETWEEN:
June 4 to July 4 2012

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 10:00 AM - 4:00 PM.

TO:

EXHIBITING COMPANY

ICAO 2012

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES Global Experience Specialist
Reimer Québec
839 Craig
St-Nicolas, QC
G7A 2N2

SHIPMENT MUST ARRIVE BETWEEN:
June 4 to July 4 2012

Carrier _____

Number _____ of _____ pieces

C9-7AR

UTILISEZ CES ÉTIQUETTES D'EXPÉDITION CAR ELLES VONT FACILITER LA MANUTENTION. Des copies de ces étiquettes sont acceptées si une quantité plus grande est nécessaire.
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.



GES
Spécialiste mondial de l'événement

Manutention au site Showsite Material Handling

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

Des frais additionnels de 15% vous seront facturés si vous envoyez de la marchandise directement au site sans nous avoir au préalable envoyé vos bons de commande

15% additional fees will be charged if you send freight to the showsite without first sending us the order forms

\$66.00 / 100 lbs (encaissé/crated) / \$128.00 minimum
\$89.00 / 100 lbs (non-encaissé / uncrated) / \$173.00 minimum
\$66.00 / Envoi / Shipment (<50lbs)

Envois arrivant entre: selon horaire de montage
Shipments arriving between: During set up schedule

IDENTIFIEZ ET ADRESSEZ TOUT VOTRE MATÉRIEL "TOUS FRAIS PRÉPAYÉS"
MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"

Nom de compagnie exposante: Exhibiting Company Name: _____	
No de stand / Booth No.: _____	
A/s C/o	ICAO 2012 GES Spécialiste mondial de l'événement Québec Centre des congrès de Québec Débarcadère niveau 400 / Loading dock level 400 855, rue Jean-Jacques-Bertrand Québec, Québec G1R 5V3

Veuillez vous référer aux étiquettes d'expédition de ce manuel.
Please refer to the shipping labels in this manual.

GES Spécialiste mondial de l'événement n'assumera aucune responsabilité pour la marchandise non emballée, mal emballée ou avec des dommages déjà apparents, la perte, le vol ou la disparition de toute marchandise après qu'elle soit livrée au kiosque de l'exposant ni avant la cueillette au kiosque de l'exposant pour le chargement après l'exposition. Toute réclamation doit être faite sur les lieux avant la fermeture de l'événement.

GES Global Experience Specialist 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.

Si vos transporteurs désignés ne ramassent ou ne livrent vos matériaux à temps, ni le promoteur ni GES Spécialiste mondial de l'événement ne sera responsable des délais subséquents.
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.

MÉTHODE DE CALCUL DE FRAIS / METHOD OF CALCULATION OF CHARGES

Il est entendu que votre calcul est un estimé. La facturation sera faite à partir du poids réel. Les ajustements seront effectués en conséquence.

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

Nombre total de morceaux: Total Pieces:		No de Pro / Tracking No.	
Transporteur / Carrier:			
Dimensions de la plus grosse unité: Size of largest piece:		Poids de la plus grosse unité: Weight of largest piece:	
Poids total de l'envoi (200lbs minimum par envoi) Shipment total weight (200 lbs minimum per shipment)	/ 100	x \$66.00	= \$
Poids total de l'envoi (200lbs minimum par envoi) Shipment total weight (200 lbs minimum per shipment)	/ 100	x \$89.00	= \$
Nombre d'envois de moins de 50lbs Quantity of shipments weighing less than 50lbs		x \$66.00	= \$

Le formulaire d'autorisation de paiement par carte de crédit DOIT, SANS FAUTE, accompagner cette commande The Payment & Credit Card Charge Authorization Form MUST Accompany this Form	Montant / Amount	\$
	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 9.5% QST	\$
TOTAL		\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE

URGENT!

MATÉRIAUX D'EXPOSITION

DE:

EXPÉDITION DIRECTE AU SITE

À:

COMPAGNIE EXPOSANTE

ICAO 2012

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S

GES Spécialiste mondial de l'événement
Centre des Congrès de Québec
855, rue Jean-Jacques-Bertrand
Québec, Québec G1R 5V3

**IMPORTANT! SVP VOUS RÉFÉREZ AUX HEURES
D'INSTALLATION DANS CE CATALOGUE DES EXPOSANTS**

Transporteur _____

Nombre _____ de _____ morceaux

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

ICAO 2012

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES Global Experience Specialist
Centre des Congrès de Québec
855, rue Jean-Jacques-Bertrand
Québec, Québec G1R 5V3

**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
EXHIBITOR'S KIT**

Carrier _____

Number _____ of _____ pieces

URGENT!

MATÉRIAUX D'EXPOSITION

DE:

EXPÉDITION DIRECTE AU SITE

À:

COMPAGNIE EXPOSANTE

ICAO 2012

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S

GES Spécialiste mondial de l'événement
Centre des Congrès de Québec
855, rue Jean-Jacques-Bertrand
Québec, Québec G1R 5V3

**IMPORTANT! SVP VOUS RÉFÉREZ AUX HEURES
D'INSTALLATION DANS CE CATALOGUE DES EXPOSANTS**

Transporteur _____

Nombre _____ de _____ morceaux

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

ICAO 2012

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES Global Experience Specialist
Centre des Congrès de Québec
855, rue Jean-Jacques-Bertrand
Québec, Québec G1R 5V3

**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
EXHIBITOR'S KIT**

Carrier _____

Number _____ of _____ pieces



GES
Spécialiste mondial de l'événement

Transport / Transportation

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

INFORMATION DE L'EXPÉDITEUR			
COMPAGNIE / COMPANY:		TÉL / PHONE:	TÉLÉC. / FAX:
ADRESSE / ADDRESS:		DATE DE CUEILLETTE / PICK UP DATE:	HEURE DE CUEILLETTE / PICK UP TIME:
VILLE / CITY:	PROV/ÉTAT/STATE:	HEURES D'AFFAIRES / BUSINESS HOURS:	QUAI DE CHARGEMENT / LOADING DOCK: Oui/Yes <input type="checkbox"/> Non/No <input type="checkbox"/>
CODE POSTAL / POSTAL CODE:		COURTIER EN DOUANES / CUSTOMS BROKER:	DOCUMENTS DE DOUANES CI-JOINT CUSTOMS PAPERWORK ATTACHED: Oui/Yes <input type="checkbox"/> Non/No <input type="checkbox"/>
PERSONNE RESSOURCE / CONTACT:	COURRIEL / EMAIL ADDRESS:	PERSONNE RESSOURCE / CONTACT:	TÉL COURTIER EN DOUANES/CUSTOMS BRO
J'EXPÉDIE À L'ENTREPÔT À L'AVANCE: <input type="checkbox"/> Oui/Yes <input type="checkbox"/> Non/No		I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE: <input type="checkbox"/> Oui/Yes <input type="checkbox"/> Non/No	
CONSIGNATAIRE / DESTINATION			
NOM DE L'EXPOSITION / SHOW NAME: ICAO 2012		LIEU DE L'EXPOSITION/ FACILITY: Centre des Congrès de Québec	
PERSONNE RESSOURCE / ONSITE CONTACT:		ADRESSE / ADDRESS:	
TÉL / PHONE:	BOOTH #	VILLE / CITY	PROV/ÉTAT/STATE
DATE DE LIVRAISON / DELIVERY DATE:	HEURE DE LIVRAISON / DELIVERY TIME	CODE POSTAL / POSTAL CODE:	
VEUILLEZ INDICER LE SERVICE REQUIS / PLEASE INDICATE SERVICE REQUIRED			
<input type="checkbox"/> ALLER-SIMPLE / ONE WAY <input type="checkbox"/> Installation / Move-in <input type="checkbox"/> Démontage / Move-out <input type="checkbox"/> ALLER-RETOUR / ROUND TRIP			
ITEMS À EXPÉDIER / ITEMS TO BE SHIPPED		LES FRAIS DE SERVICE SERONT SELON LE POIDS ET LA DIMENSION RÉELLE SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS	
# TOTAL DE PIÈCES / TOTAL # OF PIECES	DIMENSIONS EN POUCES / DIMENSIONS IN INCHES	POIDS ESTIMÉ ESTIMATED WEIGHT	
CARTONS / CARTONS (CARDBOARD)	H " x W/L " x L "		
CAISSES (FIBRE) COULEUR: CASES/TRUNKS (FIBRE) COLOUR:	H " x W/L " x L "		
BOÎTES DE BOIS / CRATES (WOODEN)	H " x W/L " x L "		
PALETTES / SKIDS/PALLETS	H " x W/L " x L "		
TAPIS (COULEUR): CARPET (COLOUR):	H " x W/L " x L "		
AUTRES - LISTE: OTHER - LIST:	H " x W/L " x L "		
	H " x W/L " x L "		
	H " x W/L " x L "		
# TOTAL DE PIÈCES / TOTAL # OF PIECES	POIDS TOTAL / TOTAL WEIGHT		
SIGNATURE DE RELACHE RELEASE SIGNATURE: X		VALEUR DÉCLARÉE DECLARED VALUE: \$	
To Authorize Delivery Without Obtaining Signature			
Notes:			
Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant. All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.			
COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #	
SIGNATURE	NOM / NAME	DATE	
EN SIGNANT CE FORMULAIRE, L'EXPÉDITEUR RECONNAÎT ET ACCEPTE TOUS LES TERMES ET CONDITIONS. BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS			



GES

Spécialiste mondial de l'événement

Ameublement Furniture

Chaises / Chairs

0503



Chaise tissu gris
Side chair grey fabric

0504



Fauteuil tissu gris
Armchair grey fabric

0502-5



Fauteuil "Déco" noir
"Deco" armchair black

0502



Fauteuil aluminium
Aluminium armchair

Tabourets / Stools

0511



Tabouret champignon
Mushroom stool

0512



Tabouret de bar noir
Black bar stool

0512-Z



Tabouret chrome "Z"
"Z" chrome stool

0514



Tabouret tissu gris
High stool grey fabric

Tables / Tables

0521



Table à café
Coffee table 30" x 18"H

0523



Table
Table 30" x 30"H

0527 A30



Table carrée aluminium
Square aluminium table 24" x 30"H

0527 A40



Table ronde aluminium
Round aluminium table 24" x 43"H

0553
0551



Table avec jupe
Draped table 72" x 30" x 30"H
Table avec jupe
Draped table 48" x 30" x 30"H

Disponible 42" haut / Available 42" high

Services d'expositions | Exposition Services

950 Avenue St-Jean-Baptiste, bureau 100 | Québec, Qc, Canada G2E 5E9 | Tél. 418.877.2727 | Fax. 418.877.2828 | gesexpo.ca



GES

Spécialiste mondial de l'événement

Comptoirs, présentoirs, divers Counters, displays, miscellaneous

Comptoirs, bureau / Counters, Desk

0614-06



Bureau
Desk 40" x 20" x 30" H

0651-CC-06



Comptoir courbé,
portes coulissantes
Curved counter with
sliding doors 40" x 32" X 40" H

0651-06



Comptoir, portes coulissantes
Counter with sliding doors 40" x 20" x 40" H

0650-06



Comptoir vitrine
Showcase counter 40" x 20" x 40" H

Présentoirs / Displays

0532



Chevalet
Tripod easel 61" H

0632-A



Porte affiche
Sign holder 60" H

0654-0



Présentoir vitrine
Showcase 40" x 20" x 80" H
20" de large aussi disponible / 25" wide also available

0621



Présentoir vitrine
Showcase 20" x 20" x 80" H
14" de large aussi disponible / 14" wide also available

Divers / Miscellaneous

0608



Boîte de tirage pour table
Raffle cube for table 12" x 12" x 12" H

0606-06



Boîte de tirage
Raffle Box 18.5" x 18.5" x 40" H

0661



Présentoirs
Display Units
Dimensions disponibles sur demande
Dimensions available upon request

0532-A



Support à brochure
Literature rack 9" x 55" H

Services d'expositions | Exposition Services

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GES

Spécialiste mondial de l'événement

Meubles Furniture

ICAO 2012
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Deadline date

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June 25 th 2012

LISTE DE PRIX / PRICE LIST					
			\$		
Qté/Qty	Code	Description	Escomptés Advance \$	\$ Régulier Regular \$	Total
Tables avec jupes / Skirted Tables					
Table recouverte de vinyle blanc & jupe sur 3 côtés, couleur de jupe: noir <input type="checkbox"/> -bleu <input type="checkbox"/> -vert <input type="checkbox"/> -or <input type="checkbox"/> -rouge <input type="checkbox"/> -blanc <input type="checkbox"/> -bourgogne <input type="checkbox"/> - gris <input type="checkbox"/>					
Skirted Tables Include - White Vinyl Top & Skirt on 3 sides, Skirt Colour: Black <input type="checkbox"/> - Blue <input type="checkbox"/> - Green <input type="checkbox"/> - Gold <input type="checkbox"/> - Red <input type="checkbox"/> - White <input type="checkbox"/> - Burgundy <input type="checkbox"/> - grey <input type="checkbox"/>					
	0551	Table de 4' de longueur avec jupe 30" (h) / Skirted 4' long table with 30"high skirt	\$ 77,00	\$ 108,00	\$
	0553	Table de 6' de longueur avec jupe 30" (h)/ Skirted 6' long table with 30"high skirt	\$ 86,00	\$ 120,00	\$
	0549	Jupe 4ième côté (optionnel) / 4th Side Skirted, Optional	\$ 24,00	\$ 34,00	\$
Tables hautes avec jupes / Skirted Raised Tables					
Table recouverte de vinyle blanc & jupe sur 3 côtés, couleur de jupe: bleu <input type="checkbox"/> -rouge <input type="checkbox"/>					
Skirted Tables Included - White Vinyl Top & Skirt on 3 sides, Choose Skirt Colour: Blue <input type="checkbox"/> - Red <input type="checkbox"/>					
	0541	Table de 4' de longueur avec jupe 42" (h) / Skirted 4' long table with 42"high skirt	\$ 102,00	\$ 143,00	\$
	0542	Table de 6' de longueur avec jupe 42" (h)/ Skirted 6' long table with 42"high skirt	\$ 108,00	\$ 151,00	\$
	0547	Jupe 4ième côté (optionnel) / 4th Side Skirted, Optional	\$ 28,00	\$ 39,00	\$
Tables					
	0521	Table à café blanche 18" (h) / 18"H Round, White Coffee Table	\$ 57,00	\$ 80,00	\$
	0523	Table blanche 30"x30" (h) / 30"x30"H Round, White Table	\$ 79,00	\$ 111,00	\$
	0527-A40	Table de cocktail 43" (h) / 43"H cocktail table	\$ 105,00	\$ 147,00	\$
Tables sans jupes (recouvert de vinyl seulement) / Un-skirted Tables (White Vinyl Top Only)					
	0544	Table de 4' de longueur et 42" (h) / 4' long and 42" high table	\$ 61,00	\$ 85,00	\$
	0545	Table de 6' de longueur et 42" (h) / 6' long and 42"high table	\$ 64,00	\$ 90,00	\$
	0550	Table de 4' de longueur et 30" (h) / 4' long and 30"high table	\$ 46,00	\$ 64,00	\$
	0552	Table de 6' de longueur et 30" (h)/ 6' long and 30" high table	\$ 52,00	\$ 73,00	\$
Chaises / Chairs					
	0503	Chaise de tissu gris (sans bras) / Grey Side Chair	\$ 39,00	\$ 55,00	\$
	0512	Tabouret de bar noir (sans dossier) / Black Bar Stool (no back)	\$ 39,00	\$ 55,00	\$
	0514-A	Tabouret de bar noir (avec dossier) / Black Bar Stool (with back)	\$ 66,00	\$ 90,00	\$
Comptoirs / Counters					
	0614-06	Bureau / Desk	\$ 160,00	\$ 224,00	\$
	0650-06	Comptoir vitrine 40" x 20" x 40"H Showcase counter	\$ 246,00	\$ 344,00	\$
	651-CC-06	Comptoir courbé blanc, portes coulissantes 40" x 32" x 40"H White curved counter, sliding doors	\$ 262,00	\$ 367,00	\$
	0651-06	Comptoir blanc, portes coulissantes 40" x 20" x 40"H White counter, sliding doors	\$ 175,00	\$ 245,00	\$
		Comptoir érable, portes coulissantes 40" x 20" x 40"H Maple counter, sliding doors	\$ 218,00	\$ 305,00	\$
Pour jupes de tables, le bleu sera choisi par défaut si aucun choix n'a été fait. For table skirts: Blue will be provided if no other colour choice has been made. Notes:			Montant / Amount		\$
			135499424 - TPS 5% GST		\$
			Total partiel / Sub-Total		\$
			1015654984 - TVQ 9.5% QST		\$
			TOTAL		\$
Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant. All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.					
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GES
Spécialiste mondial de l'événement

Tapis
Carpet

ICAO 2012
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LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
Les coûts incluent la livraison, l'installation, la location et le démontage.					
Tapis standard / Standard Carpet					
	0576	10' x 10' Tapis standard 16 oz. Standard Booth Carpet	\$ 164,00	\$ 230,00	\$
	0577	10' x 20' Tapis standard 16 oz. Standard Booth Carpet	\$ 328,00	\$ 459,00	\$
	0579	10' x 30' Tapis standard 16 oz. Standard Booth Carpet	\$ 491,00	\$ 687,00	\$
Tapis grandeur spéciale / Custom-Cut Carpet					
Le tapis de grandeur spéciale est requis, sans exception, pour tout espace plus long que 30' ou pour tout espace en îlot ou en péninsule.					
	0578	' X ' = pi.ca / Sq.Ft.	\$ 2,18	\$ 3,05	\$
Sous-Tapis / Under Padding					
	0564-B	Sous-tapis 10' x 10' Under Padding	\$ 117,00	\$ 164,00	\$
	0564-B	Sous-tapis 10' x 20' Under Padding	\$ 236,00	\$ 330,00	\$
	0564-B	Sous-tapis 10' x 30' Under Padding	\$ 354,00	\$ 496,00	\$
	0564-B	' X ' = pi.ca / Sq.Ft.	\$ 1,17	\$ 1,64	\$
Recouvrement de plastique / Plastic Covering For Protection					
	0564	' X ' = pi.ca / Sq.Ft.	\$ 0,46	\$ 0,64	\$
Forfait tapis / Carpet Packages					
		Forfait tapis 10' x 10' Carpet Package	\$ 246,00	\$ 344,00	\$
		Forfait tapis 10' x 20' Carpet Package	\$ 492,00	\$ 689,00	\$
		Forfait tapis 10' x 30' Carpet Package	\$ 737,00	\$ 1 032,00	\$
		' X ' = pi.ca / Sq.Ft.	\$ 2,46	\$ 3,44	\$
Inclut tapis et le sous-tapis					
Choix de couleurs / Colour Choice					
Couleur de tapis / Carpet Colour :					
<input type="checkbox"/> Noir / Black <input type="checkbox"/> Rouge / Red					
<input type="checkbox"/> Bleu / Blue <input type="checkbox"/> Gris / Grey					
Le gris sera la couleur choisie par défaut si aucun choix n'a été fait.			Montant / Amount \$		
			135499424 - TPS 5% GST \$		
			Total partiel / Sub-Total \$		
			1015654984 - TVQ 9.5% QST \$		
			TOTAL \$		
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COMPAGNIE / COMPANY		COURRIEL / EMAIL		# DE STAND / BOOTH #	
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GES
Spécialiste mondial de l'événement

Accessoires
Accessories

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LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
ACCESSOIRES DIVERS / GENERAL ACCESSORIES					
	0283-A	Projecteur ajustable 75 watts / 75 watt <i>Spotlight</i>	\$ 44,00	\$ 62,00	\$
	0532	Chevalet / <i>Tripod Easel</i>	\$ 40,00	\$ 56,00	\$
	0532-A	Présentoir à littérature / <i>Literature Rack</i>	\$ 91,00	\$ 127,00	\$
	0534	Corbeille à papier / <i>Wastebasket</i>	\$ 16,00	\$ 22,00	\$
	0533	Bac de recyclage / <i>Recycling bin</i>	\$ 16,00	\$ 22,00	\$
	0608	Boîte de tirage sur table 12"x12"x12" <i>Raffle Cube for Table</i>	\$ 55,00	\$ 77,00	\$
	0661-40H	Cube 18" x 18" x 40"H <i>cube</i>	\$ 103,00	\$ 144,00	\$
	0693-4	Panneau d'affichage 4'x8' / 4'x8' <i>Poster Panel</i>	\$ 110,00	\$ 154,00	\$

Rideaux et structures de stands / *Drape & "structure" for booths*

Choix de couleurs de rideaux: noir ☐ - bleu ☐ - vert ☐ - or ☐ - rouge ☐ - blanc ☐ - gris ☐ - bourgogne ☐
Choice of drape colour: Black ☐ - Blue ☐ - Green ☐ - Gold ☐ - Red ☐ - White ☐ - Grey ☐ - Burgundy ☐

	0588-F	Poteau et base 8'H/ Upright, 8' (with base)	\$ 27,00	\$ 38,00	\$
	0588-10	Tringle de 10' / 10' slider	\$ 16,00	\$ 22,00	\$
	0590	p.l. de rideau 8' / 8'H Drape (per linear foot)	\$ 8,45	\$ 12,00	\$
	0591	p.l. de rideau 3' de hauteur / 3'H Drape (per linear foot)	\$ 6,45	\$ 9,00	\$

Veuillez nous envoyer votre plan de stand pour l'emplacement de ces items / Please include your booth layout plan for placement of items

Notes:	Montant / Amount	\$
	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 9.5% QST	\$
	TOTAL	\$

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INDEMNITÉ D'ANNULATION: Toute annulation après le début du montage sera chargée à 50% du coût original et à 100% après l'installation.

CANCELLATION CLAUSE: Carpet cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE



GES
Spécialiste mondial de l'événement

Panneaux et accessoires modulaire Modular Panel and Accessories

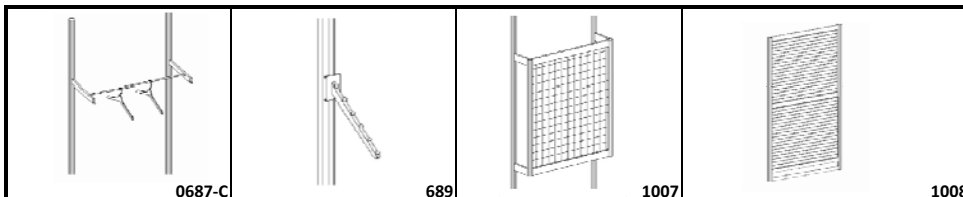
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LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
ACCESSOIRES POUR MURS DU SYSTEME MODULAIRE / ACCESSORIES FOR PANELS FROM MODULAR SYSTEM					
	0682	Tablette en mélamine / Melamine shelf			
	0681	Droite / straight Inclinée / angled	\$ 24,00	\$ 34,00	\$
	0687-C	Rail Vestimentaire / Barre d'accrochage (supports non-inclus) 1M 1m wide Garment Rail / hanging bar (hangers not incl.)	\$ 40,00	\$ 56,00	\$
	0689	Cascade avec six crochets / Waterfall with six hooks	\$ 32,00	\$ 45,00	\$
	0690	Pochette Littérature, Plexi 8 1/2" x 12" Clear Plexi Literature Pocket	\$ 28,00	\$ 39,00	\$
PANNEAUX MURAUX SPÉCIAUX / SPECIAL WALL PANELS					
	1000-5	Panneau Velcro noir (Vertical) 40" x 96"H black vertical Velcro panel	\$ 93,00	\$ 130,00	\$
	1008	Panneau rainuré blanc (vertical) 40" x 96"H white vertical slatwall panel	\$ 136,00	\$ 190,00	\$
	1008-FE	Panneau rainuré blanc (vertical) 20" x 96"H white vertical slatwall panel	\$ 104,00	\$ 146,00	\$
	1009	Panneau perforé blanc (vertical) 40" x 96"H white vertical pegboard panel	\$ 151,00	\$ 211,00	\$



Notes:	Montant / Amount	\$
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	Total partiel / Sub-Total	\$
	1015654984 - TVQ 8.5% QST	\$
	TOTAL	\$

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CANCELLATION CLAUSE: Carpet cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE



GES

Spécialiste mondial de l'événement

Ameublement distinctif Specialty Furniture

Table de coin en verre fumé noir
Black wood smoked glass end table

Table à café en verre fumé noir
Black wood smoked glass top coffee table

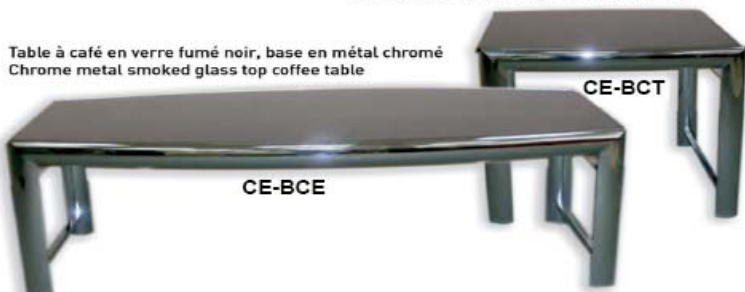


CE-BTT

CE-BTE

Table de coin en verre fumé noir, base en métal chromé
Chrome metal smoked glass top end table

Table à café en verre fumé noir, base en métal chromé
Chrome metal smoked glass top coffee table



CE-BCE

CE-BCT

Tabouret en cuir noir
Black banana stool
5B



Tabouret noir dossier haut
Black fanback stool
5D



Table de coin en verre, base en métal chromé,
hauteur ajustable

Ajustable height round table, glass/chrome

CE-ACG

Table ronde bistro 30"
30" round bar table



5A

Table de conférence 42"
42" round meeting table



3A



CE-GBW

Table à café en verre, base en bois
Coffee table, glass/black wood base



GES

Spécialiste mondial de l'événement

Ameublement distinctif Specialty Furniture

Fauteuil en cuir noir
Black leather tub chair



11A

CHB-WLT

Fauteuil en cuir blanc
White leather tub chair



Causeuse en tissu couleur charbon
Charcoal fabric loveseat



2B



2A

Fauteuil en tissu couleur charbon
Charcoal fabric chair

Chaise dossier haut - cuir noir / exécutive
High back executive swivel chair



7L

Chaise dossier bas - cuir noir / exécutive
Low back executive swivel chair



7G

Sofa « retro » en cuir noir
Retro black leather sofa



5000-E



5001

Causeuse « retro » en cuir noir
Retro black leather loveseat



5002

Fauteuil « retro » en cuir noir
Retro black leather chair

Chaise en cuir blanc Barcelona
White Barcelona chair



BAR-CW

Chaise en cuir rouge Barcelona
Red Barcelona chair



BAR-CR

BAR-OW

Pouffe en cuir blanc Barcelona
White Barcelona ottoman





GES
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Ameublement distinctif
Specialty Furniture

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LISTE DE PRIX / PRICE LIST

Qté/Qty	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
11A	Fauteuil en cuir noir □ ou blanc □ / Black □ or white □ leather tub chair	\$ 202,00	\$ 283,00	\$
2B	Causseuse en tissu couleur charbon / Charcoal fabric loveseat	\$ 300,00	\$ 420,00	\$
2A	Fauteuil en tissu couleur charbon / Charcoal fabric chair	\$ 202,00	\$ 283,00	\$
7L	Chaise exécutive, dossier haut en cuir noir / High back, black leather executive swivel chair	\$ 154,00	\$ 216,00	\$
7G	Chaise exécutive, dossier bas en cuir noir / Low back, black leather executive swivel chair	\$ 130,00	\$ 182,00	\$
5000	Sofa "retro" en cuir noir / Retro black leather sofa	\$ 628,00	\$ 879,00	\$
5001	Causeuse "retro" en cuir noir / Retro black leather loveseat	\$ 446,00	\$ 624,00	\$
5002	Fauteuil "retro" en cuir noir / Retro black leather chair	\$ 314,00	\$ 440,00	\$
BAR-	Chaise en cuir rouge □ ou blanc □ Barcelona / Red □ or white □ leather Barcelona chair	\$ 472,00	\$ 661,00	\$
BAR-OW	Pouffe en cuir blanc Barcelona / White leather Barcelona ottoman	\$ 260,00	\$ 364,00	\$
CE-BTT	Table à café en verre fumé noir, base en bois noir / Black wood base, smoked glass top coffee table	\$ 170,00	\$ 238,00	\$
CE-BTE	Table de coin en verre fumé noir, base en bois noir / Black wood base, smoked glass top end table	\$ 130,00	\$ 182,00	\$
CE-BCT	Table à café en verre fumé noir, base en métal chromé / Chrome metal base, smoked glass top coffee table	\$ 170,00	\$ 238,00	\$
CE-BCE	Table de coin en verre fumé noir, base en métal chromé / Chrome metal base, smoked glass top end table	\$ 138,00	\$ 193,00	\$
5B	Tabouret en cuir noir / Black banana stool	\$ 146,00	\$ 204,00	\$
5D	Tabouret noir dossier haut / Black leather fanback stool	\$ 82,00	\$ 115,00	\$
CE-ACG	Table de coin rond en verre, base en métal chromé (hauteur ajustable) / Chrome metal base, glass top, round end table (adjustable height)	\$ 154,00	\$ 216,00	\$
5A	Table rond bistro 30"d / 30"d round bar table	\$ 146,00	\$ 204,00	\$
3A	Table de conférence 42"d / 42"d round meeting table	\$ 146,00	\$ 204,00	\$
CE-GBW	Table à café en verre, base en bois / Coffee table, glass top, black wood base	\$ 312,00	\$ 437,00	\$

DES FRAIS DE TRANSPORT DE 275,00\$ S'APPLIQUENT ET CET INVENTAIRE N'EST PAS GARANTI POUR LES COMMANDES PLACÉES PENDANT LA SEMAINE PRÉCÉDENT LE MONTAGE.
TRANSPORT FEES OF 275,00\$ WILL BE APPLIED AND LATE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT

Notes:	Montant / Amount	\$
	Frais de transport / Transport Fees	\$ 275,00
	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 9.5% QST	\$
TOTAL		\$

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INDEMNITÉ D'ANNULATION: Toute annulation après le début de l'installation sera facturé à 100% du coût original.
CANCELLATION CLAUSE: Items cancelled will be charged 100% of original price after move-in begins.

COMPAGNIE / COMPANY

COURRIEL / EMAIL

DE STAND / BOOTH

SIGNATURE

NOM / NAME

DATE

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Forfait spécial / GEM Show Special

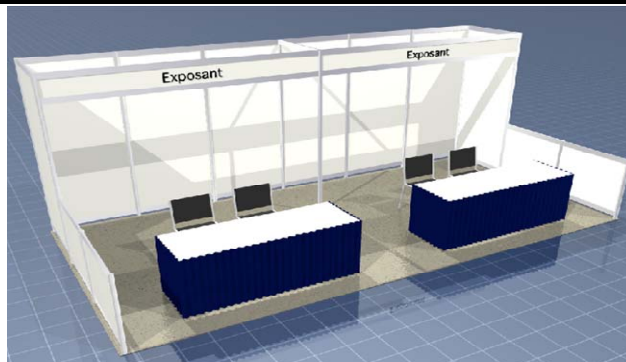


Inclut / Includes:

- Affiche d'identification (texte noir) / Header Sign (black text)
- Tapis gris / Grey Carpet
- Installation et démontage / Installation & Dismantling
- Rail de 3 projecteurs / 3 spots rail
- Corbeille à papier / Waste Paper Basket

Choix d'ameublement / Furniture package choice

- ☐ 1 Table de 6'L x 30"H x 24" avec jupe (#0553) et 2 chaises grises (#0503)
- ☐ 1 Comptoir blanc (#0651) et 1 tabouret de bar (#0512)



Inclut / Includes:

- Affiche d'identification (texte noir) / Header Sign (black text)
- Tapis gris / Grey Carpet
- Installation et démontage / Installation & Dismantling
- Rail de 3 projecteurs / 3 spots rail
- Corbeille à papier / Waste Paper Basket

Choix d'ameublement / Furniture package choice

- ☐ 2 Tables de 6'L x 30"H x 24" avec jupe (#0553) et 4 chaises grises (#0503)
- ☐ 2 Comptoirs blancs (#0651) et 2 tabourets de bar (#0512)

Forfait 10' x 10' Show Special

#	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$
1	Forfait spécial 10' x 10' Show Special	\$ 819,00	\$ 1 147,00

Veuillez indiquer votre choix / Please Indicate Choice

Affiche d'identification / Header Sign

TEXTE COMPLET
COMPLETE COPY

Frais additionnels de 75,00\$ / Additional fees of 75,00\$

Choix de couleurs panneaux Velcro Velcro Panel Colour choices	Choix de couleurs Fibrex/simili-bois Fibrex/imitation wood panel	panneaux colour choices
<input type="checkbox"/> Noir / Black	<input type="checkbox"/> Bleu / Blue	<input type="checkbox"/> Noir / Black
		<input type="checkbox"/> Érable / Maple
		<input type="checkbox"/> Acajou / Mahogany
		<input type="checkbox"/> Cognac / Cognac

SVP indiquer un 1er et un 2e choix de couleurs pour les panneaux. Si votre 1er choix n'est plus disponible, nous vous fournirons votre 2e choix.

We will do our best to guarantee your choice of colours, however depending on the availability of certain colours, a second colour choice may be necessary.

Forfait 10' x 20' Show Special

#	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$
2	Forfait spécial 10' x 20' Show Special	\$ 1 475,00	\$ 2 065,00

Veuillez indiquer votre choix / Please Indicate Choice

Affiche d'identification / Header Sign

Gauche / Left:

Droite / Right:

Frais additionnels de 150,00\$ / Additional fees of 150,00\$

Choix de couleurs panneaux Velcro Velcro Panel Colour choices	Choix de couleurs panneaux Fibrex/simili-bois Fibrex/imitation wood panel	panneaux colour choices
<input type="checkbox"/> Noir / Black	<input type="checkbox"/> Bleu / Blue	<input type="checkbox"/> Noir / Black
		<input type="checkbox"/> Érable / Maple
		<input type="checkbox"/> Acajou / Mahogany
		<input type="checkbox"/> Cognac / Cognac

Montant / Amount \$

135499424 - TPS 5% GST \$

Total partiel / Sub-Total \$

1015654984 - TVQ 9.5% QST \$

TOTAL \$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: En tenant compte des coût de matériaux et de main d'oeuvre, toute annulation avant le début du montage sera chargée à 50% du coût original, après l'installation toute annulation sera chargée à 100% du coût original.

Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charge 100%

COMPAGNIE / COMPANY

COURRIEL / EMAIL

DE STAND / BOOTH

SIGNATURE

NOM / NAME

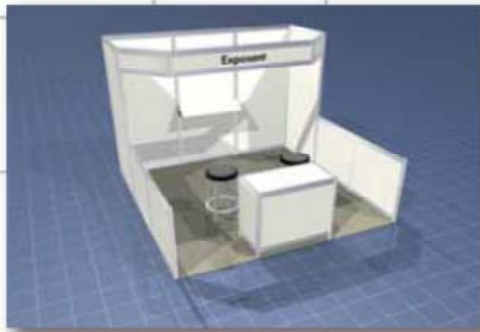
DATE



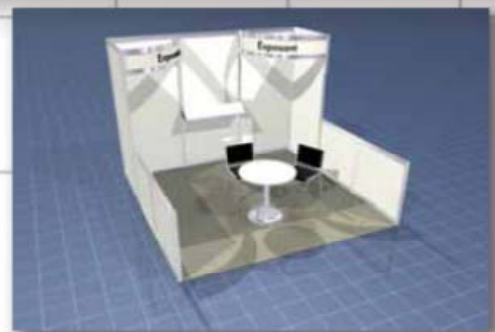
GES

Spécialiste mondial de l'événement

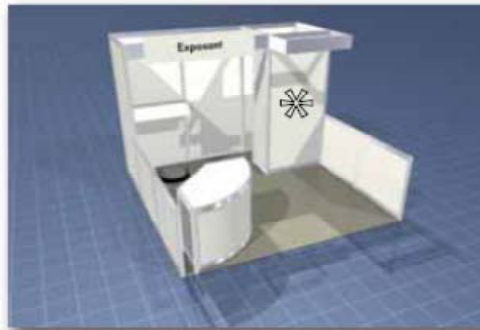
**Location de stand / Exhibit Rental
3m x 3m 10'x10'**



MB-21

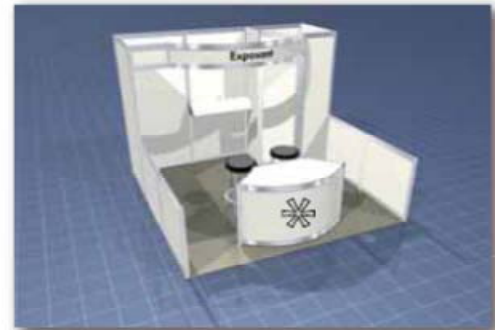


MB-22



MB-23

*Optionnel
Optional



MB-24

*Optionnel
Optional

**POUR COMMANDER: Complétez le formulaire
" Location de stand "**

TO ORDER : Complete the " Exhibit Rental Order Form"

Choix de couleurs de panneaux / Choice of panels



Noir /
Black



Gris /
Grey



Blanc /
White



Bleu /
Blue



Acajou /
Mahogany



Érable /
Maple

Optionnel / Optional



Hêtre /
Beech



Perforé /
Pegboard



Rainuré /
Slatted

MB-01-05

Services d'expositions | Exposition Services

950 Avenue St-Jean-Baptiste, bureau 100 | Québec, Qc, Canada G2E 5E9 | Tél. 418.877.2727 | Fax.418.877.2828 | gesexpo.ca

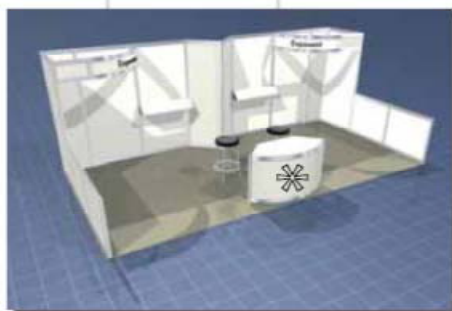
E9-6B

location de stand-newlogo-270810-1PEP.ai

**POUR COMMANDER: Complétez le formulaire
" Location de stand "**
TO ORDER : Complete the " Exhibit Rental Order Form"

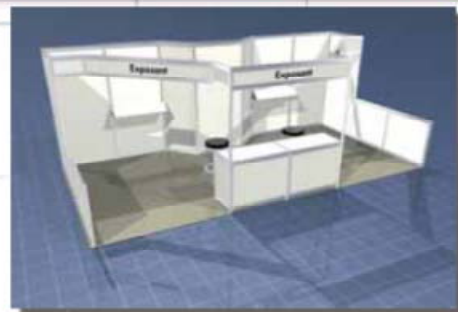


MB-25



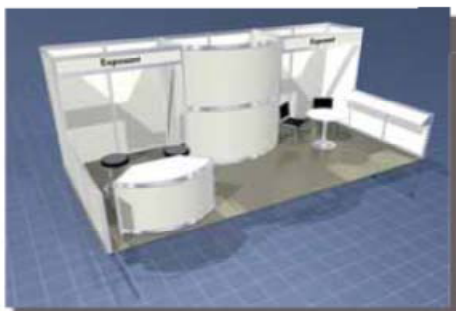
MB-26

*Optionnel
Optional

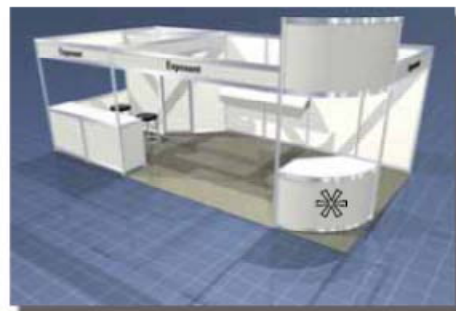


MB-27

**Location de stand / Exhibit Rental
3m x 6m 10'x20'**



MB-28



MB-29

*Optionnel
Optional

Choix de couleurs de tapis / Choice of carpet colours



Noir /
Black



Gris /
Grey



Rouge /
Red



Bleu /
Blue

Optionnel / Optional

location de stand-newlogo-270810-2PEP



GES

Spécialiste mondial de l'événement

Stands d'exposition (GEM) GEM Exhibit System

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

Date butoir: 25 juin 2012
Deadline date: June 25 th 2012

LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
Stands GEM Exhibits					
	MB-21	10' x 10' - 1 comptoir, 2 tabourets, tapis, 1 tablette, 1 corbeille à papier et 1 rail de 3 projecteurs 10' x 10' - 1 counter, 2 bar stools, 1 shelf, 1 waste basket and 1 3 spots rail	\$ 938,00	\$ 1 313,00	\$
	MB-22	10' x 10' - 1 table ronde, 2 chaises, tapis, 1 tablette, 1 corbeille à papier 10' x 10' - 1 round table, 2 chairs, carpet, 1 shelf, 1 waste basket	\$ 1 019,00	\$ 1 427,00	\$
	MB-23	10' x 10' - 1 comptoir courbé, 1 tabouret, tapis, 1 tablette, 1 corbeille à papier, 1 rail de 3 projecteurs 10' x 10' - 1 curved counter, 1 bar stool, carpet, 1 shelf, 1 waste basket, 1 3 spots rail	\$ 1 124,00	\$ 1 574,00	\$
	MB-24	10' x 10' - 1 comptoir courbé, 2 tabourets, tapis, 1 tablette, 1 corbeille à papier, 1 rail de 3 projecteurs 10' x 10' - 1 curved counter, 2 bar stools, carpet, 1 shelf, 1 waste basket, 1 3 spots rail	\$ 1 229,00	\$ 1 721,00	\$
	MB-25	10' x 20' - 1 comptoir, 2 tabourets, 1 table ronde, 2 chaises, tapis, 2 tablettes, 1 corbeille à papier et 2 rail de 3 projecteurs 10' x 20' - 1 counter, 2 bar stools, 1 round table, 2 chairs, carpet, 2 shelves, 1 waste basket and 2x 3 spots rail	\$ 1 486,00	\$ 2 080,00	\$
	MB-26	10' x 20' - 1 comptoir courbé, 2 tabourets, tapis, 2 tablettes, 1 corbeille à papier et 2 projecteurs ajustables 10' x 20' - 1 curved counter, 2 bar stools, carpet, 2 shelves, 1 waste basket and 2 adjustable spots	\$ 1 530,00	\$ 2 142,00	\$
	MB-27	10' x 20' - 2 comptoirs, 2 tabourets, tapis, 2 tablettes, 1 corbeille à papier et 2 rail de 3 projecteurs 10' x 20' - 2 counters, 2 bar stools, 2 shelves, 1 waste basket and 2x 3 spots rails	\$ 1 732,00	\$ 2 425,00	\$
	MB-28	10' x 20' - 1 comptoir courbé, 2 tabourets, 1 table ronde, 2 chaises, tapis, 2 tablettes, 1 corbeille à papier, 2 rail de 3 projecteurs 10' x 20' - 1 curved counter, 2 bar stools, 1 round table, 2 chairs, 2 shelves, 1 waste basket, 2x 3 spots rails	\$ 2 052,00	\$ 2 873,00	\$
	MB-29	10' x 20' - 2 comptoirs, 1 comptoir courbé, 2 tabourets, tapis, 2 tablettes, 1 corbeille à papier, 2 rail de 3 projecteurs 10' x 20' - 2 counters, 1 curved counter, 2 bar stools, 2 shelves, 1 waste basket, 2x 3 spots rail	\$ 2 261,00	\$ 3 165,00	\$
Forfait comprend: Installation et démontage, choix de couleur de panneaux, choix de couleur de tapis et affiche d'identification Électricité non-inclus Package Includes: Installation and Dismantling, Choice of Panel Colour, Choice of Carpet Colour and Company ID Sign Electricity not-included					

Couleur de tapis
☐ Noir / Black
☐ Bleu / Blue
☐ Rouge / Red
☐ Gris / Grey

Couleur de panneaux
☐ Noir / Black
☐ Bleu / Blue
☐ Gris / Grey
☐ Blanc / White

Couleur de texte
☐ Noir / Black
☐ Bleu / Blue
☐ Bourgogne / Burgundy
☐ Vert / Green
☐ Rouge / Red

Texte pour affiche(s) d'identification / Text for Identification Sign(s):

MB 21, 23, 24

TEXTE COMPLET
COMPLETE COPY

Gauche / Left:

MB 22, 25, 26, 28

TEXTE COMPLET
COMPLETE COPY

Gauche /
Left:

Droite / Right:

MB 27, 29

TEXTE COMPLET
COMPLETE COPY

Gauche /
Left:

Centre / Middle:

Droite / Right:

Date et heure d'arrivée / Date & Time of Arrival

Date:

Heure / Time:

Notes:

Montant / Amount \$

135499424 - TPS 5% GST \$

Total partiel / Sub-Total \$

1015654984 - TVQ 9.5% QST \$

TOTAL \$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

COMPAGNIE / COMPANY

COURRIEL / EMAIL

DE STAND / BOOTH

SIGNATURE

NOM / NAME

DATE



GES
Spécialiste mondial de l'événement

Plantes et fleurs Plants & Greenery

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

Date butoir: 25 juin 2012
Deadline date: June 25 th 2012

LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$	Total
	0110	Plantes tropicales vertes / <i>Green tropical plantes</i> (3' - 5' haut/tall)	\$ 40,00	\$ 56,00	\$
	0110-5	Plantes tropicales vertes / <i>Green tropical plantes</i> (6' - 8' haut/tall)	\$ 66,00	\$ 92,00	\$
	0113	Fougère / <i>Boston Fern</i>	\$ 40,00	\$ 56,00	\$
	0111	Chrysanthème / <i>Chrysanthemums</i>	\$ 40,00	\$ 56,00	\$
	0112	Azalées / <i>Azaleas</i>	\$ 40,00	\$ 56,00	\$
	0114	Arrangement de fleurs coupées / <i>Cut flowers arrangement</i>	Valeur désirée / Required value		\$



0110



0110-5



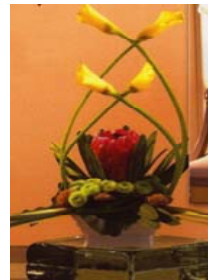
0113



0114



0114



0114



0114

Notes:	Montant / Amount	\$
	135499424 - TPS 5% GST	\$
	Total partiel / Sub-Total	\$
	1015654984 - TVQ 8.5% QST	\$
	TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.

All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Toute annulation d'articles, après le début du montage sera facturé à 100% du coût original.

CANCELLATION CLAUSE: Items cancelled will be charged 100% of original price after move-in begins.

COMPAGNIE / COMPANY

COURRIEL / EMAIL

DE STAND / BOOTH

SIGNATURE

NOM / NAME

DATE



Service de main d'œuvre Installation & Dismantling

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

INFORMATION IMPORTANTE ET TARIFS

IMPORTANT INFORMATION & RATES

LES POURBOIRES, INCLUANT ARGENT COMPTANT OU HEURES POUR TRAVAIL NON-EFFECTUÉS NE SONT PAS PERMIS PAR GES Spécialiste mondial de l'événement. GES Spécialiste mondial de l'événement demande le plus haut niveau d'intégrité de tous ses employés.

GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES Global Experience Specialist. GES Global Experience Specialist requires the highest standards of integrity from all employees.

TARIFS HORAIRES	Heures	Par heure-ouvrier
Temps régulier Straight Time	Lundi au Vendredi entre 8h00 et 16h00 Between 8:00 AM and 4:00 PM Weekdays	\$ 71,00
Temps supplémentaire Over time	Avant 8h00 et entre 16h00 - 18h00 du Lundi au Vendredi; entre 8h00 - 16h00 Samedi et Dimanche Before 8:00 AM and between 4:00 - 6:00 PM Weekdays; between 8:00 AM and 4:00 PM Saturdays and Sundays	\$ 105,00
Temps double Double time	Après 18h00 du Lundi au Vendredi; après 16h00 Samedi et Dimanche et tout congé férié After 6:00 PM Weekdays; after 4:00 PM Saturdays and Sundays and on all holidays	\$ 140,00

La charge minimum de main d'œuvre est de une heure par ouvrier. Par la suite, la main d'œuvre est chargée en incréments d'une heure.
The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in hour increments.

VEUILLEZ INDIQUER LE PLAN CHOISI

PLEASE INDICATE SERVICE

Si un plan n'est pas indiqué, toute commande sera retardée jusqu'à ce que l'exposant se présente au comptoir de services sur le site.
If a plan of service is not indicated, no order will be assigned until the exhibitor's representative reports to the service desk on show site.

AGISSEZ SANS LA PRÉSENCE DE L'EXPOSANT

GES Spécialiste mondial de l'événement SUPERVISED (OK TO PROCEED)

☐ SUPERVISÉE PAR L'EXPOSANT

EXHIBITOR SUPERVISED (DO NOT PROCEED)

GES Spécialiste mondial de l'événement supervisera tout le travail effectué pour:
GES Global Experience Specialist will supervise labour to:

Tout le travail est effectué sous la supervision de l'exposant.
Exhibitor will supervise.

- Déballer et installer le matériel d'exposition avant l'arrivée de l'exposant.
Unpack and install display before exhibitor arrival at show site.

- L'heure du début des travaux ne peut être garantie que lorsque la main-d'œuvre est réservée pour le début de la journée (à compter de 8h00).
Starting time can only be guaranteed where labourers are requested for the start of the working day, which is 8:00am.

- Démontez et emballez le matériel à la fin du salon.
Dismantle and pack display after show closing.

Une surcharge de 25% (\$50.00 minimum) du total de la facture de main-d'œuvre sera ajoutée pour ce service additionnel.

A 25% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

- Il est important que l'exposant se présente au comptoir de services pour prendre en charge les ouvriers réservés. Il est aussi important de se présenter au comptoir de services une fois le travail accompli.
It is important that the exhibitor representative checks in at the service desk to pick up labourers ordered. It is also important for the representative to check labourers out at the service desk upon completion of the work.

Veillez cocher les cases appropriées / Please check off the appropriate boxes:

Directives de montage / Set-up plans:

Dans la caisse / in crate ci-inclus / attached

GES Spécialiste mondial de l'événement ne sera pas responsable pour aucune perte ou dommage causé durant l'installation, le déballage, le démontage ou l'emballage du matériel de l'exposant.

GES Global Experience Specialist will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

PLACEZ LA COMMANDE ICI

PLACE ORDER HERE

	# D'OUVRIERS # OF LABOURERS	DATES	HEURE DE DÉBUT START TIME	HEURE DE FIN END TIME	TOTAL HOURS	TARIF RATE	TOTAL
MAIN-D'ŒUVRE À L'INSTALLATION LABOUR TO SET-UP			AM	AM			\$
			PM	PM			
MAIN-D'ŒUVRE AU DÉMONTAGE LABOUR TO DISMANTLE			AM	AM			\$
			PM	PM			

Veillez estimer le nombre d'ouvriers et d'heures nécessaires pour l'installation et le démontage. Votre facture sera calculée selon les heures travaillées.
Please estimate the number of workers and hours needed for installation & dismantling above. Your invoice will be calculated according to actual hours worked.

Commandes placées durant le montage seront majorées de 30%

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

Notes / Instructions (ex.: expédition à la fermeture / shipping at close of show):

Montant / Amount	\$
25% (supervision par GES Supervision)	\$
135499424 - TPS 5% GST	\$
Total partiel / Sub-Total	\$
1015654984 - TVQ 8.5% QST	\$
TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant. Une heure de frais d'annulation par ouvrier et par chariot élévateur sera facturée pour toute main d'œuvre non annulée dans un délai d'au moins 24 heures du montage. Si l'exposant n'utilise pas les ouvriers et l'équipement à l'heure confirmée, nous vous facturerons un frais d'une heure par ouvrier.

All orders are governed by the GES Global Experience Specialist Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. 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.

COMPAGNIE / COMPANY

COURRIEL / EMAIL

DE STAND / BOOTH

SIGNATURE

NOM / NAME

DATE



Terms & Conditions of Contract and Limits of Liability & Responsibility

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

I. Definitions:

Agents: GES Global Experience Specialist's agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting services from GES Global Experience Specialist.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES Global Experience Specialist is requested to perform services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES Global Experience Specialist.

Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES Global Experience Specialist. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES Global Experience Specialist, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES Global Experience Specialist or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:

Payment for Services: Customer shall be liable for all unpaid charges for services performed by GES Global Experience Specialist or Agents. Customer authorizes GES Global Experience Specialist to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

Credit Terms: All charges are due before Services are performed unless other arrangements have been made in advance. GES Global Experience Specialist has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES Global Experience Specialist, GES Global Experience Specialist is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES Global Experience Specialist: Except to the extent of GES Global Experience Specialist's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Global Experience Specialist from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES Global Experience Specialist harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES Global Experience Specialist to Customer: To the extent of GES Global Experience Specialist's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Global Experience Specialist shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES Global Experience Specialist assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Global Experience Specialist Liability for Loss or Damage to Goods

Negligence standard: GES Global Experience Specialist shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES Global Experience Specialist.

Condition of Goods: GES Global Experience Specialist shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Global Experience Specialist shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES Global Experience Specialist shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES Global Experience Specialist shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES Global Experience Specialist assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES Global Experience Specialist assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES Global Experience Specialist assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.

Labour: GES Global Experience Specialist assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Global Experience Specialist provided labour. If GES Global Experience Specialist supervises labour for a fee, GES Global Experience Specialist shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES Global Experience Specialist and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.



Terms & Conditions of Contract and Limits of Liability & Responsibility

ICAO 2012
July 9 to 12, 2012
Centre des Congrès de Québec

Empty Storage: GES Global Experience Specialist assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Global Experience Specialist Service Desk for empty container storage. Damage that is the direct result of GES Global Experience Specialist's negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES Global Experience Specialist shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES Global Experience Specialist has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES Global Experience Specialist is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES Global Experience Specialist's discretion, and at Customer's expense assuming the Goods are labeled for return. GES Global Experience Specialist retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES Global Experience Specialist shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES Global Experience Specialist shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES Global Experience Specialist will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES Global Experience Specialist's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

No Insurance: GES Global Experience Specialist is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES Global Experience Specialist performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES Global Experience Specialist within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES Global Experience Specialist within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Global Experience Specialist Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES Global Experience Specialist, Customer will not withhold payment or any amount due GES Global Experience Specialist for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Global Experience Specialist prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Global Experience Specialist shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Global Experience Specialist reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Québec.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES Global Experience Specialist's liability for Customer's Goods:

The responsibility of GES Global Experience Specialist with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES Global Experience Specialist shall be liable only for loss or damage to Goods caused by GES Global Experience Specialist's sole negligence. GES Global Experience Specialist's liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES Global Experience Specialist is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES Global Experience Specialist's immediate control. GES Global Experience Specialist is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Global Experience Specialist is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Global Experience Specialist. In no event shall GES Global Experience Specialist be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES Global Experience Specialist as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Global Experience Specialist recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.



GES
Spécialiste mondial de l'événement

Sécurité d'abord!
Safety First!

ICAO 2012

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La sécurité est très importante pour toutes les personnes qui travaillent dans la salle d'exposition – surtout la vôtre !

GES Spécialiste mondial de l'événement est engagé à la sécurité au niveau de la compagnie et à travers les fonctions que nous effectuons. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'événement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES Spécialiste mondial de l'événement. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'événement plus sécuritaire et agréable pour vous et vos confrères exposants.

Veuillez vous référer et respecter la liste des conseils de prévention de pertes que vous trouverez ci-dessous. Ces directives aideront à améliorer la sécurité de l'événement en général et de prévenir des blessures aux exposants, aux employés et à vous. Amusez-vous et faites-le en toute sécurité ! Merci de votre collaboration !

Guide de conseils de prévention de perte pour les exposants sur le site de l'événement.

- Il est strictement interdit de fumer dans le hall d'exposition.
Il est INTERDIT de monter debout sur les chaises, tables ou tout autre mobilier. Veuillez utiliser une échelle ou demander de l'aide auprès du personnel de GES Spécialiste mondial de l'événement
- Seuls les employés autorisés de GES Spécialiste mondial de l'événement ont l'autorisation d'opérer les chariots élévateurs ainsi que les transpalettes. Demandez de
- Faites attention aux chariots élévateurs qui circulent dans les allées et sur les débarcadères. Veuillez s.v.p. vous tenir loin de ces appareils, surtout lorsqu'ils transportent une charge ou une palette.
- Ne jamais courir dans le hall d'exposition. S.V.P. veuillez marcher. Attention où vous mettez les pieds dans les allées et restez loin des débarcadères.
- Les fils électriques ainsi que les extensions peuvent être dangereux s'ils sont effilochés ou étirés dans une allée. S.V.P. veuillez vérifier l'état des fils. Pour toute assistance ou pour remplacer un fil endommagé, veuillez aviser le responsable des services électriques. Ne pas surcharger les prises électriques.
- S.V.P. veuillez garder les sorties de feu dégagées. Si vous êtes témoin d'un feu, veuillez le signaler immédiatement ou actionner l'alarme de feu le plus près.
- Si vous renversez quelque chose, ou apercevez un liquide renversé, veuillez le signaler immédiatement.
- Gardez votre espace propre. Jetez les débris et disposez votre matériel de façon sécuritaire.
- Les allées doivent restées propres et sans débris.
- Assurez-vous que vos effets de grandes valeurs sont placés dans un endroit sécuritaire dans le hall d'exposition. Les articles laissés sans supervision dans les kiosques, peuvent être des cibles pour le vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES Spécialiste mondial de l'événement.

Safety is very important for everyone working in the exhibit hall - especially you!

GES Global Experience Specialist is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Global Experience Specialist supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show and do it safely. Thank you for your Cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES Global Experience Specialist personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Global Experience Specialist personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or a load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES Global Experience Specialist representative of any safety issues or concerns.