

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

**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

*23:00 Wednesday August 24th, 2011*

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 .



**GES**  
Spécialiste mondial de l'événement

# Manutention à l'avance Advance Material Handling

2011 CSCS CONFERENCE  
August 21-24 Août 2011  
Château Frontenac

Date butoire  
Deadline date

8 Août 2011  
August 8th 2011

**\*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:

Château Frontenac

\$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: 1er août au 17 août 2011  
Shipments arriving between: August 1st to August 17th 2011

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	<b>2011 CSCS CONFERENCE</b> 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'assurera 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 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.

COMPAGNIE / COMPANY

COURRIEL / EMAIL

# DE STAND / BOOTH #

SIGNATURE

NOM / NAME

DATE

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

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

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

\_\_\_\_\_  
*NAME OF EXHIBITION*

\_\_\_\_\_  
*BOOTH NUMBER*

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

**SHIPMENT MUST ARRIVE BETWEEN:**  
August 1 to 17 2011

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

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

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

\_\_\_\_\_  
*NAME OF EXHIBITION*

\_\_\_\_\_  
*BOOTH NUMBER*

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

**SHIPMENT MUST ARRIVE BETWEEN:**  
August 1 to 17 2011

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

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

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

**2011 CSCS CONFERENCE**  
*NAME OF EXHIBITION*

\_\_\_\_\_  
*BOOTH NUMBER*

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

**SHIPMENT MUST ARRIVE BETWEEN:**  
August 1 to 17 2011

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

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

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

**2011 CSCS CONFERENCE**  
*NAME OF EXHIBITION*

\_\_\_\_\_  
*BOOTH NUMBER*

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

**SHIPMENT MUST ARRIVE BETWEEN:**  
August 1 to 17 2011

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

2011 CSCS CONFERENCE  
August 21-24 Août 2011  
Château Frontenac

**\*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: Durant heure de montage  
Shipments arriving between: During set up date

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.: _____	
<b>A/s</b>	<b>2011 CSCS CONFERENCE</b>
<b>C/o</b>	GES Spécialiste mondial de l'événement Québec Château Frontenac 1 rue des Carrières Québec, Québec G1R 4P5

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

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

Transport /  
Transportation

2011 CSCS CONFERENCE  
August 21-24 Août 2011  
Château Frontenac

Date butoir  
Deadline date

8 Août 2011  
August 8th 2011

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: 2011 CSCS CONFERENCE		LIEU DE L'EXPOSITION / FACILITY: Château Frontenac		
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 INDIQUER LE SERVICE REQUIS / PLEASE INDICATE SERVICE REQUIRED				
<input type="checkbox"/> ALLER-SIMPLE / ONE WAY	<input type="checkbox"/> Installation / Move-in	<input type="checkbox"/> ALLER-RETOUR / ROUND TRIP	<input type="checkbox"/> Démontage / Move-out	
ITEMS À EXPÉDIER / ITEMS TO BE SHIPPED				
# 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 RELÂCHE 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				