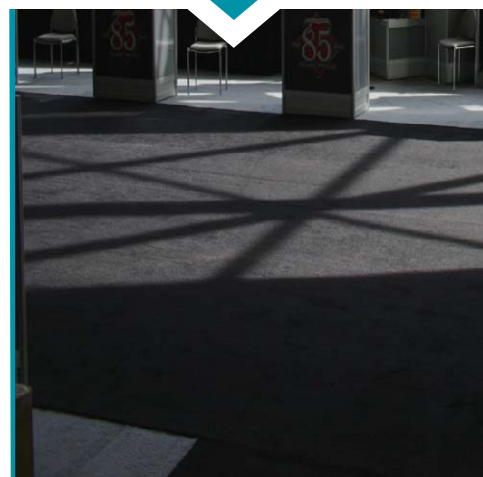


**BONS DE COMMANDE  
SERVICES D'EXPOSITIONS**

# ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM

**EXHIBITOR SERVICES & FORMS**





Dear Exhibitor,

We are pleased that GES Global Experience Specialists has been selected as your Official Service Contractor for:  
**ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM**

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 Specialists. In order to provide efficient service for you it is most important that you return these forms to us promptly. By placing your orders in advance, you can **have a valuable rebate** 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 Specialists 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 514-861-9694 from Monday to Friday from 8:30am until 4:30pm and ask to speak to a Customer Service Representative (CSR). In addition, our GES Global Experience Specialists Servicecentre 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 successful event.

Sincerely,  
Customer Service Team

**GES Global Experience Specialists**

Clarkson-Conway

800, de la Gauchetière W. St., suite 1165

Montréal, QC, H5A 1K6

Tél.: 514-861-9694

Fax.: 514-392-1577

clarkson@ges.com

## ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM

14-16 OCTOBER 2014

ICAO Headquarters, level 4

### BOOTH EQUIPMENT ( Each Exhibit space includes)

Your booth space is empty.

If your space is 2M x 2.5M (6'x8') or 2.5M x 2.5M (8'x8'), you are obliged to order the

ICAO Authorized GES Booth Package Special (see enclosed order form).

If your space is 3M x 3M (10'x10'), you may bring your own booth or rent the

ICAO Authorized GES Booth Package Special (see enclosed order form).

Exhibitors are responsible for providing all additional furniture, equipment and lighting for their booths.

### ELECTRICITY

There is one (1) standard electrical outlet included in your booth space.

For any additional needs, please contact ICAO.

### EXHIBIT HALL CARPET

The exhibit hall is carpeted.

### DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheets, we must receive your order and payment by:

**Tuesday, September 30, 2014**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

October 13 • 9:00am-5:00pm

### GES SERVICE DESK

To be confirmed

### EXHIBIT HOURS

October 14 • 9:00am-7:30pm

October 15 • 9:00am-7:30pm

October 16 • 9:00am-2:00pm

### EXHIBITOR MOVE-OUT

October 16 • 2:00pm-6:00pm

## SHIPPING INFORMATION

*Please review this section of the Exhibitor Kit thoroughly for: the proper shipping address to the facility, all information relating to advance freight, storage, and materials handling of your goods during the move-in and move-out process.*

### OFFICIAL DECORATOR & CARRIER (DOMESTIC)

GES CANADA / Clarkson-Conway

Phone: 514 861-9694 Fax: 514 392-1577

### OFFICIAL CARRIER (INT'L) & CUSTOMS BROKER

Mendelssohn Commerce Event Logistics

Phone: 514 987-2700

**OFFICIAL AUDIO-VISUAL SUPPLIER:** Concept Audio-Visuel, Richard Rochon

Phone: 514-954-0000 ext 226




# PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

## ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM

14-16 OCTOBER 2014

ICAO Headquarters, level 4

COMPANY NAME			NAME											
STREET		PHONE	FAX	EMAIL										
CITY	PROVINCE/STATE	POSTAL CODE	SHOW SITE CONTACT AND PHONE NUMBER											
<p><b>Payment for Services</b> - Global Experience Specialists requires payment in full at the time services are ordered. Further, GES Global Experience Specialists 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.</p> <p>Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.</p> <p><b>Method of Payment</b> - Global Experience Specialists accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a 35.00 fee for NSF cheques or wire transfers (to cover the bank fees).</p> <p><b>Third Party Billing</b> - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.</p> <p><b>Tax Exempt</b> - If you are tax exempted 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 exemption certificate prior to the deadline.</p> <p><b>Adjustments &amp; Cancellations</b> - It is the responsibility of the exhibitor to advise GES Global Experience Specialists 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 Specialists 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.</p> <p>If you have any questions regarding our payment policy please call Global Experience Specialists at 514-861-9694 or visit the Global Experience Specialists Servicentre at the show.</p> <p>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 Specialists.</p> <p>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.</p> <p>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.</p>			<p><b>I agree in placing this order that I have accepted GES Global Experience Specialists payment Policy and Terms &amp; Conditions of Contract</b></p>											
					<p>_____ AUTHORIZED SIGNATURE</p>									
					<p>_____ AUTHORIZED NAME - PLEASE PRINT</p>									
			<p><b>Credit Card Charge Authorization (All Information Must Be Provided)</b></p>		<table border="1"> <tr> <th>Credit card number</th> <th>Expiry date</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Security</b></td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> VISA   <input type="checkbox"/> MC   <input type="checkbox"/> AMEX         </td> </tr> </table>		Credit card number	Expiry date			<b>Security</b>		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX	
			Credit card number	Expiry date										
<b>Security</b>														
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX														
<p><b>Cardholder's Name</b></p> <p>_____</p>		<p><b>Cardholder Signature</b></p> <p>_____</p>												
<p><b>FULL PAYMENT DUE</b></p>		<p>_____ \$</p>												
<p>To simplify payment, send a cheque payable to GES / Clarkson-Conway</p>		<p>_____ \$</p>												
<p>Enclosed is a cheque in the amount of:</p>		<p>_____ \$</p>												
<p><b>COMPANY</b></p> <p>_____</p>		<p><b>BOOTH</b></p> <p>_____</p>												

Please send your order by:  
 Fax: 514-392-1577 or E-mail: clarkson@ges.com

Please return confirmation by fax that this Wire Transfer has been sent to :  
**GHISLAIN BOUCHER, Accounting Department**  
**GES Canada / Clarkson-Conway Inc.**  
**T. 514 861-9694, x 19 F. 514 392-1577 gboucher@ges.com**

Your company name : \_\_\_\_\_

Booth number : \_\_\_\_\_ Show name : \_\_\_\_\_

Amount of invoice : \$ \_\_\_\_\_

Date of transfer : \_\_\_\_\_

Minimum Bank Charge : \$ \_\_\_\_\_

**\$15.00 North American \$35.00 International**

Total amount of transfer : \$ \_\_\_\_\_

## Bank Information

### If you are sending Canadian Dollars :

Please include all of the following information  
to ensure your funds reach our bank.

Bank Name : CIBC  
(Canadian Imperial Bank of Commerce)

Bank Address : 1155, boul. René-Lévesque W  
Montréal, Québec, H3B 3Z4

Account name : Clarkson-Conway Inc.

Account # : 2408414

Branch Number : 010

Transit number : 00001

Swift Code : CIBCCATT

The Swift Bank Identification Code (BIC) is the  
Bank Code required for all international transfers.

IBAN Number : N/A in Canada



### If you are sending American Dollars :

Please include all of the following information  
to ensure your funds reach our bank.

Bank Name : CIBC  
(Canadian Imperial Bank of Commerce)

Bank Address : 1155, boul. René-Lévesque W  
Montréal, Québec, H3B 3Z4

Account name : Clarkson-Conway Inc.

Account # : 2408414

Branch Number : 010

Transit number : 00001

US Intermediary Bank : Wells Fargo Bank, N.A. NY, USA

Swift Code : PNBPU3NYYC

ABA Routing # : 026005092

The ABA Routing # is the routing code of US based banks  
and is required for all EFT's within the US.

IBAN Number : N/A in Canada



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 Specialists Warehouse

- Storage of materials for up to 15 days prior to your show.
- Delivery of shipments to your booth on your first day of move-in (schedule permitting).
- Some convention 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 Specialists Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach 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 Specialists.
- 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" delivery 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 hundredweight and rounded up to the nearest hundred. A minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES Global Experience Specialists cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded or is any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Global Experience Specialists Servicentre** of from your GES Global Experience Specialists Service Representative 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 dismantle hours will be transferred to a storage warehouse. Charges relating to such shipping and handling will be charged to 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 Specialists 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 your 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 your 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 Specialists has published GES Global Experience Specialists 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 Specialists is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Global Experience Specialists negligence.

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

## ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM

14-16 OCTOBER 2014

ICAO Headquarters, level 4

A/S (C/O) GES c/o Démark  
9235, rue Boivin  
Lasalle, QC, H8R 2E8

Ce service inclut le déchargement à l'entrepôt et la livraison à votre kiosque au: **ICAO Headquarters, Level 4**  
The rate for this service includes unloading at the warehouse and delivery to:

Envois arrivant entre **23 septembre - 7 octobre**  
Shipment arriving between: **September 23 - October 7**

Ce service n'inclut pas le retour à l'entrepôt à la fin de l'exposition. Votre transporteur doit ramasser votre matériel au débarcadère du lieu de l'exposition avant la fin du démontage sinon des frais d'entreposage vous seront chargés.

This service does not include returning the shipments to the warehouse at the end of the show. Your transporter must pick-up your shipment(s) at the loading dock of the venue before the end of the move-out or you will be charged for storage or for transport fees.

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

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. / GES Global Experience Specialists 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.

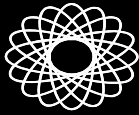
Si vos transporteurs désignés ne ramassent ou ne livrent vos matériaux à temps, ni le promoteur ni GES Spécialiste mondial de l'événement ne sera responsable des délais subséquents. / If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management 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 marchandise sera expédiée à l'entrepôt le / Our shipment will be sent to the warehouse on:	
Nombre de morceaux / Total Pieces:	Poids de la plus grosse unité / Weight of largest piece:
Dimensions de la plus grosse unité / Size of largest piece:	
68,00\$/100 lbs. ≥ 50 lbs. 200 lbs (136,00\$ Minimum charge)	x 68,00\$
45,00\$ ≤ 50 lbs. Envoi / Shipment	x 45,00\$
86,50 \$ /100 lbs. Manutention spéciale/ Special handling (Minimum charge 173,00\$)	x 86,50\$
<p><b>Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment &amp; credit card authorization form MUST accompany this form.</b></p> <p>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 Specialists Payment Policy and Limits of Liability &amp; Responsibility as specified in this Exhibitor Kit.</p> <p>INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.</p>	Montant / Amount:
	R100992197 - TPS 5% GST
	1000169915 - TVQ 9.975% QST
	<b>TOTAL</b>
	<b>COMPAGNIE - # STAND COMPANY - BOOTH #</b>
<p>Faite parvenir votre commande par / Please send your order by: Téléphoneur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com</p>	

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*

**Clarkson-Conway**

**MATÉRIAUX D'EXPOSITION**

**EXPÉDITION À L'AVANCE**

À:

NOM DE LA COMPAGNIE

**IBC 2014 SYMPOSIUM**

NOM DE L'EXPOSITION

NUMÉRO DE STAND

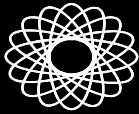
A/S (C/O)

GES c/o Démark  
9235, rue Boivin  
Lasalle, QC, H8R 2E8

**HEURES D'OUVERTURE DE L'ENTREPÔT:  
LUNDI AU VENDREDI 10:00 À 16:00**

Transporteur \_\_\_\_\_

Nombre \_\_\_\_\_ de \_\_\_\_\_ morceaux



**GES** / *Spécialiste mondial de l'événement*

**Clarkson-Conway**

**EXHIBITION FREIGHT**

**ADVANCE SHIPMENT**

TO:

COMPANY NAME

**IBC 2014 SYMPOSIUM**

NAME OF EXHIBITION

BOOTH NUMBER

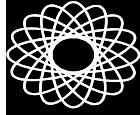
A/S (C/O)

GES c/o Démark  
9235, rue Boivin  
Lasalle, QC, H8R 2E8

**WAREHOUSE HOURS ARE  
MONDAY TO FRIDAY 10:00 AM TO 4:00 PM**

Carrier \_\_\_\_\_

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



**GES** / *Spécialiste mondial de l'événement*

**Clarkson-Conway**

**MATÉRIAUX D'EXPOSITION**

**EXPÉDITION À L'AVANCE**

À:

NOM DE LA COMPAGNIE

**IBC 2014 SYMPOSIUM**

NOM DE L'EXPOSITION

NUMÉRO DE STAND

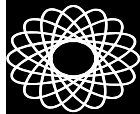
A/S (C/O)

GES c/o Démark  
9235, rue Boivin  
Lasalle, QC, H8R 2E8

**HEURES D'OUVERTURE DE L'ENTREPÔT:  
LUNDI AU VENDREDI 10:00 À 16:00**

Transporteur \_\_\_\_\_

Nombre \_\_\_\_\_ de \_\_\_\_\_ morceaux



**GES** / *Spécialiste mondial de l'événement*

**Clarkson-Conway**

**EXHIBITION FREIGHT**

**ADVANCE SHIPMENT**

TO:

COMPANY NAME

**IBC 2014 SYMPOSIUM**

NAME OF EXHIBITION

BOOTH NUMBER

A/S (C/O)

GES c/o Démark  
9235, rue Boivin  
Lasalle, QC, H8R 2E8

**WAREHOUSE HOURS ARE  
MONDAY TO FRIDAY 10:00 AM TO 4:00 PM**

Carrier \_\_\_\_\_

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



## ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM

14-16 OCTOBER 2014

ICAO Headquarters, level 4

### INFORMATION DE L'EXPÉDITEUR / SHIPPER INFORMATION

Nom de la compagnie / Company name:		
Adresse / Address		Ville / City:
		Province / État / State:
Téléphone / Phone:	Télécopieur / Fax:	Code postal / Postal code:
Personne ressource / Contact :		Courriel / Email:
Date de cueillette / Pick up date:		Heure de cueillette / Pick up time:
Heures d'affaire / Business hours:		Quai de déchargement / Loading dock
Courtier en douanes / Customs broker:		<input type="checkbox"/> Oui/ Yes <input type="checkbox"/> Non / No
J'expédie à l'entrepôt à l'avance / I will be shipping to the advance warehouse <input type="checkbox"/> Oui / Yes <input type="checkbox"/> Non / No		Documents de douanes ci-joints / Customs paperwork attached <input type="checkbox"/> Oui / Yes <input type="checkbox"/> Non / No

### CONSIGNATAIRE / DESTINATION

Nom de l'exposition / Show name:	Lieu de l'exposition / Exhibition Facility:
Personne contact / Contact person:	Téléphone / Phone:
Date de livraison / Delivery date:	Heure de livraison / Delivery time:

### SERVICE DEMANDÉ / REQUIRED SERVICE

<input type="checkbox"/> Aller-simple / One way	<input type="checkbox"/> Montage / Move-in	<input type="checkbox"/> Aller - retour / Round Trip
	<input type="checkbox"/> Démontage / Move-out	

### ITEM À EXPÉDIER

Total de morceaux Total # of pieces	Dimensions	Poids estimé Estimated weight

Valeur déclarée / Declared value:	Poids total / Total weight
-----------------------------------	----------------------------

### Signature de relâche / Release signature

Pour autoriser la livraison sans une signature \_\_\_\_\_  
To authorize delivery without obtaining signature

<b>COMPAGNIE / COMPANY</b>	<b># STAND / BOOTH #</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 Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

Faite parvenir votre commande par / Send your order by :  
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com



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



Tabouret Alice  
Alice 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 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



Table avec jupe  
Draped table 72" x 24" x 30"H

Table avec jupe  
Draped table 48" x 24" x 30"H

Disponible 42" haut / Available 42"high

Comptoirs, bureau / Counters, Desk

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 / 20" wide also available

0621



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

Divers / Miscellaneous

0608



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

0606-06



Boîte de tirage  
Raffia Box  
18,5" x 18,5" x 40"H

0661



Présentoirs  
Display Units  
Mesures disponibles sur demande  
Measurements available upon request

0532-A



Support à brochure  
Literature rack  
9" x 55"H

**ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM**

14-16 OCTOBER 2014

ICAO Headquarters, level 4

 Date butoir pour prix escomptés:  
Deadline date for discount price:

**30 septembre 2014**
**September 30, 2014**
**LISTE DE PRIX / PRICE LIST**

Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
<b>Tables avec jupes Table / Skirted Tables (recouverte de vinyle blanc / White Vinyl Top)</b>					
	0551	Table de 4' de longueur avec jupe 30" (h) / Skirted 4' long table with 30" high skirt	74.50	108.00	
	0553	Table de 6' de longueur avec jupe 30" (h) / Skirted 6' long table with 30" high skirt	83.50	121.00	
	0541	Table de 4' de longueur avec jupe 42" (h) / Skirted 4' long table with 42" high skirt	99.00	144.00	
	0542	Table de 6' de longueur avec jupe 42" (h) / Skirted 6' long table with 42" high skirt	105.00	152.00	
	0549	Jupe 4e côté (optionnel) / 4th side skirted (optional)	23.50	34.00	
<b>Couleur de jupe : Noir - Black <input type="checkbox"/> Bleu - Blue <input type="checkbox"/> Vert - Green <input type="checkbox"/> Rouge - Red <input type="checkbox"/> Blanc - White <input type="checkbox"/> Gris -Grey <input type="checkbox"/></b>					
<b>Tables sans jupes (recouvert de vinyle seulement) / Un-skirted Tables (White Vinyl Top Only)</b>					
	0550	Table de 4' de longueur et 30" (h) / 4' long and 30" high table	45.00	65.00	
	0552	Table de 6' de longueur et 30" (h) / 6' long and 30" high table	50.00	73.00	
	0544	Table de 4' de longueur et 42" (h) / 4' long and 42" high table	59.00	86.00	
	0545	Table de 6' de longueur et 42" (h) / 6' long and 42" high table	62.00	90.00	
<b>Tables</b>					
	0521	Table à café blanche 18" (h) / 18"H Round, White Coffee Table	55.00	80.00	
	0522	Table à café noire 18" (h) / 18"H Round, Black Coffee Table	55.00	80.00	
	0523	Table blanche 30"x30" (h) / 30"x30"H Round, White Table	76.50	111.00	
	0524	Table noire 30"x30" (h) / 30"x30"H Round, Black Table	76.50	111.00	
	0527-A-40	Table de cocktail 43" (h) / 43"H cocktail table	75.00	109.00	
	0527-A-30	Table carrée en aluminium 30" (h) / 30"H Aluminum square table	83.50	121.00	
<b>Chaises / Chairs</b>					
	0502-A	Fauteuil aluminium / Aluminium Armchair	57.00	83.00	
	0502-5	Fauteuil déco noir / Black Deco Armchair	57.00	83.00	
	0503	Chaise de tissu gris (sans bras) / Grey Side Chair	37.50	54.00	
	0504	Fauteuil de tissu gris / Grey Arm Chair	46.00	67.00	
	0510	Chaise sténo / Steno Chair	57.00	83.00	
	0512	Tabouret de bar noir (sans dossier) / Black Bar Stool (no back)	37.50	54.00	
	0512-Z	Tabouret de Chrome "Z" / "Z" Chrome Stool	53.00	77.00	
	0514	Tabouret de tissu gris (avec dos) / Grey Stool (with back)	64.50	94.00	
	0514-AL	Tabouret Alice Noir / Black Alice Stool	90.00	131.00	
<b>Comptoirs / Counters</b>					
	0651-06	Comptoir blanc avec portes 40" x 20" x 40"H White counter with doors	212.00	307.00	
	0651-CC-06	Comptoir courbé blanc 40" x 32" x 40"H White curved counter	254.00	368.00	
	0650-06	Comptoir vitrine 40" x 20" x 40"H Showcase counter	238.50	346.00	
<p><small>Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment &amp; credit card authorization form MUST accompany this form.</small></p> <p><small>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 Specialists Payment Policy and Limits of Liability &amp; Responsibility as specified in this Exhibitor Kit.</small></p> <p><small>INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.</small></p> <p><small>CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.</small></p>			Montant / Amount		\$
			R100992197 - TPS 5% GST		\$
			1000169915 - TVQ 9.975% QST		\$
			<b>TOTAL</b>		<b>\$</b>

**COMPAGNIE / COMPANY**
**STAND \ BOOTH**

 Faites parvenir votre commande par / Send your order by :  
 Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

**ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM**

14-16 OCTOBER 2014

ICAO Headquarters, level 4

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30 septembre 2014  
September 30, 2014

**\*\*\* Avant de commander votre tapis, assurez-vous que la salle n'est pas déjà recouverte de tapis \*\*\***  
**Before ordering a carpet, please verify that the room is not already carpeted**

### LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
<b>Tapis standard / Standard Carpet</b>					
	0576	10' x 10' Tapis standard / Standard Carpet	159.00	231.00	
	0577	10' x 20' Tapis standard / Standard Carpet	318.00	461.00	
	0579	10' x 30' Tapis standard / Standard Carpet	477.50	692.00	
<b>Tapis grandeur spéciale / Custom-Cut Carpet</b>					
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.					
Custom-cut carpet is required for all booths larger than 30', or for booths configured as an island or peninsula. No Exceptions.					
	0578	' X ' = Pi.Ca/ Sq. Ft.	2.12	3.07	
<b>Sous-tapis / Underpadding</b>					
	0564-B	Sous-tapis 10' x 10' Under Padding	114.00	165.00	
	0564-B	Sous-tapis 10' x 20' Under Padding	229.50	333.00	
	0564-B	Sous-tapis 10' x 30' Under Padding	343.50	498.00	
	0564-B	' X ' = Pi.Ca/ Sq. Ft.	1.40 \$	2.03	
<b>Recouvrement de plastique / Plastic Covering for Protection</b>					
	0564	' X ' = Pi.Ca/ Sq. Ft.	0.45	0.65	
<b>Forfait Tapis (Inclut le tapis et le sous-tapis) / Carpet Package (Includes carpet and underpadding)</b>					
	N/A	Forfait tapis 10' x 10' Carpet Package	238.50	346.00	
	N/A	Forfait tapis 10' x 20' Carpet Package	477.50	692.00	
	N/A	Forfait tapis 10' x 30' Carpet Package	716.00	1038.00	
	N/A	' X ' = Pi.Ca/ Sq. Ft.	3.17	4.60	
<b>Couleur de tapis / Colour Choice</b>					
<input type="checkbox"/> Gris / Grey <input type="checkbox"/> Bourgogne / Burgundy <input type="checkbox"/> Noir / Black <input type="checkbox"/> Bleu / Blue <input type="checkbox"/> Vert / Green <input type="checkbox"/> Rouge / Red					
Le gris sera la couleur choisie par défaut si aucun choix n'a été fait. Grey will be provided if no other colour choice has been made.					
<p><b>Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment &amp; credit card authorization form MUST accompany this form.</b></p> <p>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 Specialists Payment Policy and Limits of Liability &amp; Responsibility as specified in this Exhibitor Kit. INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the</p>			Montant / Amount		\$
			R100992197 - TPS 5% GST		\$
			1000169915 - TVQ 9.975% QST		\$
			<b>TOTAL</b>		\$
			<b>COMPAGNIE / COMPANY</b>	<b>STAND - BOOTH</b>	

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**ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM**

14-16 OCTOBER 2014

ICAO Headquarters, level 4

Date butoir pour prix escomptés: **30 septembre 2014**  
Deadline date for discount price: **September 30, 2014**

## LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
<b>Accessoires divers / General Accessories</b>					
	0282	Projecteur ajustable sur tige noire 75 watts / 75 watt Black Arm-Clamp Spotlight	43.00	62.00	
	0532	Chevalet / Tripod Easel	39.00	57.00	
	0532-A	Présentoir à littérature / Literature Rack	88.50	128.00	
	0534	Corbeille à papier / Wastebasket	15.50	22.00	
	0533	Bac de recyclage / Recycling bin	15.50	22.00	
	0539	Porte manteaux en chrome / Chrome Garment Rack	69.50	101.00	
	0606	Boîte de tirage 20"x20"x40"H Raffle Box	99.00	144.00	
	0621	Présentoir Vitrine 20" x 20" x 80"H Showcase	377.00	547.00	
	0632-A	Porte affiche 60"h / 60"H sign holder	48.00	70.00	
	0654-0	Présentoir (ouverte sur 4 côtés) 40" x 20" x 80" H Showcase (open on 4 sides)	498.00	722.00	
	0661-40H	Cube 18" x 18" x 40"H cube (plus d'options (couleurs, dimensions) disponibles / More options (colours, size) available)	100.00	145.00	
	0693-4	Panneau d'affichage 4'x8' / 4'x8' Poster Panel	107.00	155.00	
	0694	Support pour sac / Bag holder	53.00	77.00	

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Montant / Amount

\$

R100992197 - TPS 5% GST

\$

1000169915 - TVQ 9.975% QST

\$

**TOTAL**

\$

**COMPAGNIE / COMPANY**

**# STAND  
BOOTH #**

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ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM

14-16 OCTOBER 2014

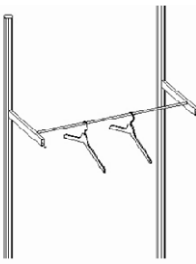
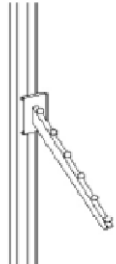
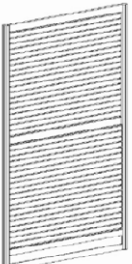
ICAO Headquarters, level 4

Date butoir pour prix escomptés:

30 septembre 2014

Deadline date for discount price:

September 30, 2014

LISTE DE PRIX / PRICE LIST					
Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
Accessoires pour panneaux du système modulaire / Accessories for panels from modular system					
	0681	Tablette en mélamine / Melamine Shelf <input type="checkbox"/> Droite/Straight <input type="checkbox"/> Inclinée / Angled	23.50	34.00	
	0687-C	Rail vestimentaire / Barre d'accrochage 1M (Cintre non-inclus) 1M wide Garment Rail / Hanging Bar (Hangers not included)	39.00	57.00	
	0689	Cascade avec six crochets / Waterfall with six hooks	31.50	46.00	
	0690	Pochette à littérature en plexiglass 8 1/2" X 12" Clear Plexi Literature Pocket	27.50	40.00	
Panneaux muraux spéciaux / Special Wall Panels					
	1000-6	Panneau fibrex blanc 38 1/8" x 91"(H) White Fibrex Panel	90.00	131.00	
	1000-5	Panneau velcro 38 1/8" x 91" (H) Velcro Panel	90.00	131.00	
	1008	Panneau rainuré blanc 38 1/8" x 91"(H) White Slatwall Panel	132.50	192.00	
	1009	Panneau perforé blanc 38 1/8" x 85"(H) White pegboard Panel	101.00	146.00	
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			0687-C	0689	1008
			Montant / Amount		\$
			R100992197 - TPS 5% GST		\$
			1000169915 - TVQ 9.975% QST		\$
			<b>TOTAL</b>		\$
			<b>COMPAGNIE / COMPANY</b>		<b>STAND #</b>

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**GES** / *Spécialiste mondial de l'événement*  
Clarkson-Conway

# AMEUBLEMENT DISTINCTIF SPECIALTY FURNITURE

CHB-WLT

Fauteuil en cuir noir  
Black leather tub chair



11A

Fauteuil en cuir blanc  
White leather tub chair



Sofa "retro" en cuir noir  
Retro black leather sofa 5000-E



Causeuse en tissu charbon  
Charcoal fabric loveseat



2B

Fauteuil en tissu charbon  
Charcoal fabric chair



2A

Fauteuil "retro" en cuir noir  
Retro black leather chair



5002

Causeuse "retro" en cuir noir  
Retro black leather loveseat

5001

Chaise dossier haut - cuir noir / executive  
High back Executive Swivel chair

7L



Chaise dossier bas - cuir noir / executive  
Low back Executive Swivel chair

7G



BAR-CR

Chaise en cuir rouge Barcelona  
Red Barcelona chair



Chaise en cuir blanc Barcelona  
White Barcelona chair  
BAR-CW

Pouffe en cuir blanc Barcelona  
White Barcelona ottoma

BAR-OW







**GES** / *Spécialiste mondial de l'événement*  
Clarkson-Conway

# AMEUBLEMENT DISTINCTIF SPECIALTY FURNITURE

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

CE-BTE

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

CE-BTT



5000-E

Table de coin en verre, base en métal chromé,  
hauteur ajustable  
Adjustable height round table, glass/chrome

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

CE-BCE

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

CE-BCT

Table ronde bistro 30"  
30" round bar table

5A

Table de conférence 42"  
42" round meeting table

3A

Tabouret en cuir noir  
Black Banana stool

5D

Tabouret noir dossier haut  
Black fanback stool

5D



CE-GBW

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

**ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM**  
14-16 OCTOBER 2014  
ICAO Headquarters, level 4

Date butoir pour prix escomptés:  
Deadline date for discount price:

**30 septembre 2014**  
**September 30, 2014**

**CET INVENTAIRE N'EST PAS GARANTI POUR LES COMMANDES PLACÉES APRÈS LA DATE BUTOIR**  
**INVENTORY MAY NOT BE AVAILABLE FOR ORDERS PLACED AFTER THE DEADLINE DATE**

## LISTE DE PRIX / PRICE LIST

Qté Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
	11A CHB-WLT	Fauteuil en cuir noir <input type="checkbox"/> ou blanc <input type="checkbox"/> / Black <input type="checkbox"/> or white <input type="checkbox"/> leather tub chair	110.00	160.00	
	2B	Causeuse en tissu couleur charbon / Charcoal fabric loveseat	160.00	232.00	
	2A	Fauteuil en tissu couleur charbon / Charcoal fabric chair	113.00	164.00	
	7L	Chaise exécutive, dossier haut en cuir noir / High back, black leather executive swivel chair	82.00	119.00	
	7G	Chaise exécutive, dossier bas en cuir noir / Low back, black leather executive swivel chair	69.00	100.00	
	5000-E	Sofa "retro" en cuir noir / Retro black leather sofa	335.00	486.00	
	5001	Causeuse "retro" en cuir noir / Retro black leather loveseat	238.00	345.00	
	5002	Fauteuil "retro" en cuir noir / Retro black leather chair	168.00	244.00	
	BAR- CR-CW-CB	Chaise en cuir rouge <input type="checkbox"/> blanc <input type="checkbox"/> noir <input type="checkbox"/> Barcelona Red <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> leather Barcelona chair	252.00	365.00	
	BAR- LR-LW-LB	Causeuse en cuir rouge <input type="checkbox"/> blanc <input type="checkbox"/> noir <input type="checkbox"/> Barcelona Red <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> leather Barcelona loveseat	462.00	670.00	
	BAR-OW	Pouffe en cuir blanc Barcelona / White leather Barcelona ottoman	140.00	203.00	
	TUB CHAIR	Chaise pivotante cuir blanc / Swivel white leather chair	110.00	160.00	
	CE-BTT	Table à café en verre fumé noir, base en bois noir / Black wood base, smoked glass top coffee table	91.00	132.00	
	CE-BTE	Table de coin en verre fumé noir, base en bois noir / Black wood base, smoked glass top end table	69.00	100.00	
	CE-BCT	Table à café en verre fumé noir, base en métal chromé / Chrome metal base, smoked glass top coffee table	91.00	132.00	
	CE-BCE	Table de coin en verre fumé noir, base en métal chromé / Chrome metal base, smoked glass top end table	74.00	107.00	
	5B	Tabouret en cuir noir / Black banana stool	78.00	113.00	
	5D	Tabouret noir dossier haut / Black leather fanback stool	45.00	65.00	
	CE-ACG	Table de coin rond en verre, base en métal chromé (hauteur ajustable) / Chrome metal base, glass top, round end table (adjustable height)	83.00	120.00	
	5A	Table rond bistro 30"d / 30"d round bar table	78.00	113.00	
	3A	Table de conférence 42"d / 42"d round meeting table	78.00	113.00	
	CE-GBW	Table à café en verre, base en bois / Coffee table, glass top, black wood base	167.00	242.00	

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Montant / Amount \$

R100992197 - TPS 5% GST \$

1000169915 - TVQ 9.975% QST \$

**TOTAL** \$

**COMPAGNIE / COMPANY**

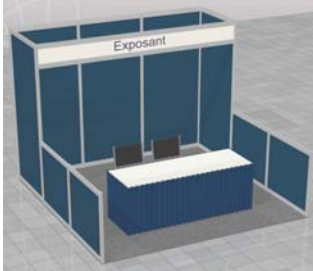
**# STAND  
BOOTH #**

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**ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM**  
**14-16 OCTOBER 2014 ICAO HEADQUARTERS**

**DATE BUTOIR: 30 SEPT. 2014**  
**DEADLINE DATE: SEPT. 30TH 2014**

**Forfaits / Show Specials**



**Inclut / Includes:**

- Kiosque à murs rigides bleus / Hard wall booth (blue panels)
- Affiche d'identification (texte noir) / Header Sign (black text)
- Installation et démontage / Installation & Dismantling
- Un rail de lumière / One track light
- Corbeille à papier / waste basket
- Choix d'ameublement / Choice of furniture package



**Inclut / Includes:**

- Kiosque à murs rigides bleus / Hard wall booth (blue panels)
- Affiche d'identification (texte noir) / Header Sign (black text)
- Installation et démontage / Installation & Dismantling
- Deux rails de lumière / Two light tracks
- Corbeille à papier / waste basket
- Choix d'ameublement / Choice of furniture package

**Forfaits / Show Specials**

SINGLE				DOUBLE			
	Description	\$ Escomptés Advance \$	\$ Régulier Regular \$		Description	\$ Escomptés Advance \$	\$ Régulier Regular \$
A	6' x 8' (2m x 2.5m)	\$ 750.00	\$ 1,050.00	D	6' x 16' (2m x 5m)	\$ 1,375.00	\$ 1,925.00
B	8' x 8' (2.5m x 2.5m)	\$ 750.00	\$ 1,050.00	E	8' x 16' (2.5m x 5m)	\$ 1,375.00	\$ 1,925.00
C	10' x 10' (3m x 3m)	\$ 780.00	\$ 1,092.00	F	10' x 20' (3m x 6m)	\$ 1,404.00	\$ 1,966.00

**Affiche d'identification / Header Sign**

Text  affiche d'identification  
Header sign Text: \_\_\_\_\_

Text  affiche d'identification  
Header sign Text: Gauche / Left: \_\_\_\_\_  
Droite / Right: \_\_\_\_\_

**Choix d'ameublement / Choice of Furniture**

Choix / Choice  
1 Table ronde blanche (#0523) et 2 chaises grises (#0503)  
1 Round White Table (#0523) and 2 grey side chairs (#0503)  
1 Comptoir blanc (#0651) et 1 tabouret de bar (#0512)  
1 White Counter (#0651) and 1 bar stool (#0512)  
1 Table de 6'L x 30"H x 24" avec jupe (#0553) et 2 chaises grises (#0503)  
1 Skirted table 6'Lx30"Hx24" (#0553) and 2 grey side chairs (#0503)

Choix / Choice  
2 Tables rondes blanches (#0523) et 4 chaises grises (#0503)  
2 Round White Tables (#0523) and 4 grey side chairs (#0503)  
2 Comptoirs blancs (#0651) et 2 tabourets de bar (#0512)  
2 White Counters (#0651) and 2 bar stools (#0512)  
2 Tables de 6'L x 30"H x 24" avec jupe (#0553) et 4 chaises grises (#0503)  
2 Skirted tables 6'Lx30"Hx24" (#0553) and 4 grey side chairs (#0503)

	<b>Montant / Amount</b>	\$
	<b>TPS 5% GST</b>	\$
	<b>TVQ 9.975% QST</b>	\$
	<b>TOTAL</b>	\$

**\*\*BOOTHS BY COLUMNS (#6 to 11) WILL ONLY BE DIVIDED WITH 3' (1m) DEEP PANELS, HOWEVER, YOUR SPACE WILL STILL REMAIN THE SAME (8' x 8' / 2.5m X 2.5m)\*\***

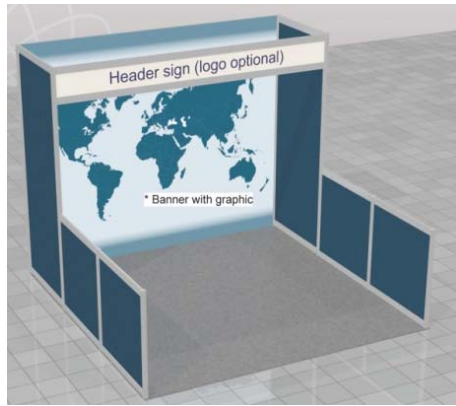
Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES CANADA/Clarkson-Conway stipulées dans ce manuel de l'exposant.  
All orders are governed by the GES CANADA/Clarkson-Conway Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: En tenant compte des coûts 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%.

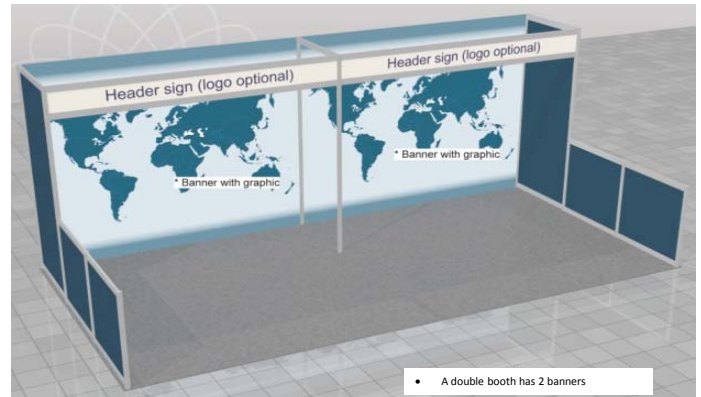
COMPAGNIE / COMPANY	COURRIEL / EMAIL	# DE STAND / BOOTH #
SIGNATURE	NOM / NAME	DATE

Graphics

Single Booth



Double Booth



• A double booth has 2 banners

BANNER WITH GRAPHIC

	Booth Size		Size of your Graphic File (Imperial)	Size of your Graphic File (metric)	Price Backwall	Please check your selection
	Imperial	Metric	width x height	width x height		
Single	6' x 8'	2m x 2.5m	96.375" x 96"	244.7925 x 243,84 cm	921 \$	<input type="checkbox"/>
	8' x 8'	2.5m x 2.5m	96.375" x 96"	244.7925 x 243,84 cm	921 \$	<input type="checkbox"/>
	10' x 10'	3m x 3m	116" x 96"	294.64 x 243,84 cm	1107 \$	<input type="checkbox"/>
Double	6' x 16'	2m x 5m	2x (96.375" x 96")	2x (244.7925 x 243,84 cm)	1,842 \$	<input type="checkbox"/>
	8' x 16'	2.5m x 5m	2x (96.375" x 96")	2x (244.7925 x 243,84 cm)	1,842 \$	<input type="checkbox"/>
	10' x 20'	3m x 6m	2x (116" x 96")	2x (294.64 x 243,84 cm)	2,214 \$	<input type="checkbox"/>



GRAPHIC FOR COUNTER

	Size of your Graphic File (Imperial)	Size of your Graphic File (metric)	Price (print graphic)	Quantity
Front Panel	38.125" x 35.5"	96.8375 x 90.17cm	140 \$	
Side Panel	18.5" x 35.5"	46.99 x 90.17cm	70 \$ (each)	

HEADER SIGN (LOGO OPTIONAL)

	Price	Quantity
Add a logo to the header sign	75 \$ (each)	

Deposit your graphics files in High Resolution PDF on FTP site: <http://gesexpo.ca/upload/montreal>

	Montant / Amount	\$
	TPS 5% GST	\$
	TVQ 9.975% QST	\$
	TOTAL	\$

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES CANADA/Clarkson-Conway stipulées dans ce manuel de l'exposant.  
All orders are governed by the GES CANADA/Clarkson-Conway 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 sera chargée à 100% du coût original.  
Cancellation Policy: Due to material and labour costs, order cancelled will be charge 100% of original price.

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

**ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM**

14-16 OCTOBER 2014

ICAO Headquarters, level 4

Date butoir pour prix escomptés: **30 septembre 2014**  
Deadline date for discount price: **September 30, 2014**

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	\$ Escompté Discount \$	\$ Régulier Regular \$	Total
	0110	Plantes tropicales vertes / Green tropical plants (3' - 5' haut/tall)	69.50	101.00	
	0110-A	Plantes tropicales vertes / Green tropical plants (6' - 8' haut/tall)	95.00	138.00	
	0113	Fougère / Boston Fern	65.50	95.00	
	0111	Chrysanthème / Chrysanthemums	39.00	57.00	
	0112	Azalées / Azaleas	65.50	95.00	
	0114-A	<b>Arrangement tropical / Tropical flower arrangement:</b> Oiseaux de paradis, Lys orange, Roses oranges, Branche de Salix Torturosa, Verdures Exotiques Birds of Paradise, Tiger Lillies, Orange Roses, Curly Willow Branches, Exotic greens	183.50	266.00	
	0114-B	<b>Arrangement Orchidée / Orchid Arrangement:</b> Fleurs d'orchidées cymbidium, Orchidées Dandrobium, mousse verte, verdure variées Cymbidium and Dandrobium Orchids, Green Moss, Variety of Greens	105.00	152.00	
	0114-C	<b>Arrangement branche de Cymbidium / Cymbidium Branch Arrangement:</b> Branche cymbidium, branches Salix Torturosa, grosse feuille exotique dans pot en hauteur Cymbidium Orchid branch, Curly Willow branches, large exotic leaves in tall pot	183.50	266.00	
	0114-E	<b>10 Lys Calla blanc / 10 Large White Calla Lilly:</b> Lys Calla, branches, grosses feuilles exotiques dans un vase cylindrique White Calla Lily, Large exotic greens, Curly Willow branches in a cylinder vase	193.50	281.00	
	0114-F	<b>Arrangement Protea / King Protea Arrangement:</b> Protea au centre, Lys Calla en hauteur, Chrysanthème d'Hollande lime, verdure variée exotique. King Protea in middle, Yellow Calla, lime Holland Mums, Exotic greens.	134.50	195.00	
	0115	Arrangement de fleurs fraîchement coupées / Fresh cut flower arrangement	Valeur désirée Required Value		



0110



0110-A



0113



0111



0114-A



0114-B

**Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.**

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 Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 100% du coût original.

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

Montant / Amount	\$
R100992197 - TPS 5% GST	\$
1000169915 - TVQ 9.975% QST	\$
<b>TOTAL</b>	\$
<b>COMPAGNIE / COMPANY</b>	<b># STAND BOOTH #</b>

Faite parvenir votre commande par / Send your order by :  
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

## ICAO BUSINESS CLASS (IBC) 2014 SYMPOSIUM

14-16 OCTOBER 2014

ICAO Headquarters, level 4

COMPAGNIE / COMPANY

# STAND /  
BOOTH #

### RENSEIGNEMENTS IMPORTANTS ET TARIFS / IMPORTANT INFORMATION AND RATES

TARIFS HORAIRES / HOURLY RATES	HEURES / TIME	PAR OUVRIER / PER MAN
<b>Temps régulier / Straight Time</b>	Lundi au vendredi entre 08h00 et 16h00 / Between 8:00AM and 4:00 PM Weekdays	68.00
<b>Temps supplémentaire / Overtime</b>	Avant 08h00 et entre 16h00 et 18h00 du lundi au vendredi; Entre 08h00 et 16h00 le samedi et dimanche. / Before 8:00AM and between 4:00PM and 6:00PM Weekdays; Between 8:00AM and 4:00PM Saturdays and Sundays	FALSE
<b>Temps double / Double time</b>	Après 18h00 du lundi au vendredi; Après 16h00 le samedi et dimanche et lors de congés fériés. / After 6:00PM Weekdays; After 4:00PM Saturdays and Sundays and on all holidays.	135.50

### Veillez indiquer le plan choisi / Please indicate service

AGISSEZ SANS LA PRÉSENCE DE L'EXPOSANT / GES SUPERVISED (OK TO PROCEED)

GES supervisera tout le travail effectué pour: / GES will supervise labour to:

- Déballer et installer le matériel d'exposition avant l'arrivée de l'exposant.  
Unpack and install display before exhibitor arrival at showsite.
- Démonter et emballer 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.**

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

Photos / Photos - Directives ci-incluses - Set-up instructions attached

Dans la caisse / in crate  ci-incluses / attached

SUPERVISÉE PAR L'EXPOSANT / EXHIBITOR SUPERVISED (DO NOT PROCEED)  
Le travail est fait sous la supervision de l'exposant. / Exhibitor will supervise.

- 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.
- L'exposant doit se présenter au comptoir de services pour prendre en charge les ouvriers réservés. et après que le travail soit terminée / The exhibitor representative has to check in at the service desk to pick up labourers ordered. The exhibitor representative also has to check labourers out at the service desk upon completion of the work.

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

### NOTES

### Placez la commande ici / Place order here

	# d'ouvrier / # of labourers	Dates / Dates	Heure début / Start Time	Heure fin / End Time	Total d'heures / Total hours	Tarif / Rate	Total
<b>Installation / Set-Up</b>							
<b>Démontage / Dismantle</b>							

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 Specialists. GES Global Experience Specialists requires the highest standards of integrity from all employees.

**Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.**

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 Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.

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

Montant / Amount

\$

\*Surcharge de 25 % / 25% surcharge

\$

R100992197 - TPS 5% GST

\$

1000169915 - TVQ 9.975% QST

\$

**TOTAL**

\$

Faite parvenir votre commande par / Send your order by :

Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

**Clarkson-Conway**

Place Bonaventure  
800 De la Gauchetière O.  
bureau 1165  
Montréal, QC, H5A 1K6  
T. 514.861.9694  
F. 514.392.1577  
gesexpo.ca

**Graphics Department**  
**COMPUTER DATA**  
**EXCHANGE PROTOCOL**

**Transport:**

CD-ROM & DVD (IBM or Macintosh), e-mail, FTP (complete information available upon request).

**Platforms:**

PC & Macintosh. All type (fonts) must be converted to curve or outline, or you must supply fonts (screen and printer).

**File formats :**

- High Resolution PDF
- Vector file : .EPS, .AI, .CDR
- Bitmap files (TIF, JPG, BMP, PSD) must be at 100 d.p.i. at final size  
(a good tip: work with 400 d.p.i. files as usual, but at 25% of the final size of your sign).

Supported colour mode is CMYK

Always send a printed proof with all the Pantone color correspondance. For E-Mails and the FTP Users, be sure to include a detailed PDF copy with all the Pantone color correspondance with your file.

Office Programs, logos and or graphics used for your WEB site are useless to produce large format printing.

**Supported programs:**

Coreldraw X4, Photoshop CS4, Illustrator CS4, Adobe Acrobat (PDF high resolution)

**DO NOT FORGET TO INDICATE THE SOURCE AND NAME OF YOUR FILES (COREL, PHOTOSHOP, ILLUSTRATOR, ETC.)**

**N.B. Quark XPress is not standard for trade show graphics, save your file as PDF (high resolution).**

**If you have any questions, please do not hesitate to contact us,  
we will do our best to make your life easier.**

FTP site is accessible via your web browser.

<http://gesexpo.ca/upload/clarkson-conway>

If you have any questions, please do not hesitate to contact us.

# TERMS & CONDITIONS OF CONTRAT AND LIMITS OF LIABILITY & RESPONSABILITY

## I. Definitions:

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

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

**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 Specialists 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 Specialists.

**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 Specialists. 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 Specialists, 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 Specialists 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 Specialists or Agents. Customer authorizes GES Global Experience Specialists to charge it's credit card directly for services rendered on it's 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 Specialists 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 Specialists, GES Global Experience Specialists 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 delivery will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligations:

### **Indemnification:**

**Customer to GES Global Experience Specialists:** Except to the extent of GES Global Experience Specialists' own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Global Experience Specialists 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 Specialists 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 Specialists 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 Specialists 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 Specialists 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 Specialists Liability for Loss or Damage to Goods

**Negligence standard:** GES Global Experience Specialists 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 Specialists.

**Condition of Goods:** GES Global Experience Specialists shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Global Experience Specialists 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 Specialists 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 Specialists 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 Specialists assumes no liability or responsibility for Cold Storage.

**Accessible Storage:** GES Global Experience Specialists 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 Specialists 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 it's own Goods for any and all risk of loss.

**Labour:** GES Global Experience Specialists assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Global Experience Specialists provided labour. If GES Global Experience Specialists supervises labour for a fee, GES Global Experience Specialists 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 Specialists 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 CONTRAT AND LIMITS OF LIABILITY & RESPONSABILITY

**Empty Storage:** GES Global Experience Specialists 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 Specialists Servicentre for empty container storage. Damage that is the direct result of GES Global Experience Specialists' negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** GES Global Experience Specialists 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 Specialists 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 Specialists is authorized to proceed in the manner chosen by the Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES Global Experience Specialists' discretion, and at Customer's expense assuming the Goods are labeled for return. GES Global Experience Specialists 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 Specialists shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

**Unattended Booth:** GES Global Experience Specialists 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 Specialists 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 Specialists' 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 Specialists 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 Specialists 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 Specialists 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 Specialists 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 Specialists 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 Specialists, 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 Specialists prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Global Experience Specialists shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Global Experience Specialists 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) year of the date of declination 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 Quebec.

## 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 Specialists' liability for Customer's Goods:

The responsibility of GES Global Experience Specialists 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 Specialists shall be liable only for loss or damage to Goods caused by GES Global Experience Specialists' sole negligence. GES Global Experience Specialists' 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 Specialists 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 Specialists' immediate control. GES Global Experience Specialists is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Global Experience Specialists is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Global Experience Specialists. In no event shall GES Global Experience Specialists 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 Specialists as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Global Experience Specialists 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.**

## 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 s'engage à la sécurité dans notre 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 l'aide.
- 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 étendus 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 Specialists 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 Specialists 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 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 Specialists personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Global Experience Specialists 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 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.
- Apply good housekeeping. Dispose of any 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 Specialists representative of any safety issues or concerns.