



## Booth Cleaning Order Form

RETURN TO: GES CANADA Exposition Services Ltd. 7730 - 34th Street NW, Edmonton, AB T6B 3J6 Phone: 577.505.7767 FAX: 877.469.1619  
SEE US ONLINE: www.gesexpo.ca Email: edmonton@ges.com

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

### National Franchise & Business Opportunities

September 25 - 26, 2010

Mayfield Trade Centre

DEADLINE DATE:

September 10, 2010

#### PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
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#### Initial Cleaning Service

*Service performed the evening prior to show opening. Carpets are vacuumed and waste baskets are emptied*

	BCICB	10' x 10' Booth	\$ 32.50	\$ 45.50	\$
	BCICSF	10' x 20' Booth	\$ 65.00	\$ 91.00	\$
	BCICSF	10' x30' Booth	\$ 97.50	\$ 136.50	\$
	BCICSF	' X ' = _____ Sq.Ft.	\$ 0.33	\$ 0.46	\$

#### Daily Cleaning Service

*Service performed prior to show opening and each night at show close for duration of the show. Carpets are vacuumed and wastebaskets are emptied.*

	BCDC100	10' x 10' Booth	\$ 39.00	\$ 55.00	\$
	BCDC100	10' x 20' Booth	\$ 78.00	\$ 109.00	\$
	BCDC100	10' x 30' Booth	\$ 117.00	\$ 164.00	\$
	BCDCSF	' X ' = _____ Sq.Ft. (Booths 400 - 1000 sq.ft.)	\$ 0.39	\$ 0.55	\$
	BCDCSF	' X ' = _____ Sq.Ft. (Booths 1000 sq.ft. or larger)	\$ 0.31	\$ 0.44	\$

#### Carpet Shampooing

*Service performed evening prior to show opening. GES CANADA cannot guarantee the complete removal of all stains due to the unknown nature of such stains.*

	BCCSB	10' x 10' Booth	\$ 75.00	\$ 105.00	\$
	BCCSSF	10' x 15' Booth	\$ 112.50	\$ 157.50	\$
	BCCSSF	10' x 20' Booth	\$ 150.00	\$ 210.00	\$
	BCCSSF	' X ' = _____ Sq.Ft.	\$ 0.75	\$ 1.05	\$

#### Additional Services

*Porter service will be performed throughout the duration of the show, as often as the exhibitor requests. Arrangements must be made prior to the show. Service includes emptying of wastebaskets and general clean-up of booth.*

	LRCR	Porter Service - During the hours of 8am - 5pm (per hour)	Call for Quotation	\$
	LRSOT	Porter Service - All other times (per hour)	Call for Quotation	\$

Notes:

**TOTAL OF ALL ITEMS ORDERED: \$**

**5% GST: \$**

**PAYMENT ENCLOSED: \$**

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

SAVE TIME WITH GES CANADA ON-LINE ORDERING AT [www.gesexpo.ca](http://www.gesexpo.ca)



# Payment & Credit Card Charge Authorization

E10-1A

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## National Franchise & Business Opportunities September 25 - 26, 2010 Mayfield Trade Centre

DEADLINE DATE:  
September 10, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH #
STREET	CITY	PROVINCE
PHONE	FAX	P.O. #
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #	

### Payment Policy

**Payment for Services** - GES CANADA requires payment in full at the time services are ordered. Further, GES CANADA requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card

**Discount Pricing** - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

**Method of Payment** - GES CANADA accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques.

**Third Part Billing** - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES CANADA reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt** - If you are tax exempt in Canada you must provide a GST Exemption Certificate. Please send the above information to the GES CANADA office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments & Cancellations** - No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. 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 GES CANADA set up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call GES CANADA at 877.505.7767 or visit the GES CANADA Servicentre at the show.

**Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES CANADA.**

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.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

### Bank wire transfer information:

**GES CANADA Exposition Services Ltd.**  
 Canadian Imperial Bank of Commerce, 939 Lawrence Avenue E.  
 North York, Ontario, Canada, M2C 1P9  
 Canadian Dollars: Account # 73-07616 Transit # 00132 Swift Code: CIBCCATT  
 Routing/BIC/NCC/BSC or ABA # 026009593  
 American Dollars: Account # 0267015 Transit # 00132 Swift Code: CIBCCATT  
 Routing/BIC/NCC/BSC or ABA # 026009593  
**To properly credit your account**, send the following information to the GES CANADA address listed on the order forms: exhibiting company name, show name and the booth # date and amount of the transfer bank and country where transfer originated.

I agree in placing this order that I have accepted GES CANADA payment policy and GES CANADA Terms & Conditions of Contract

**PLEASE** \_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_ DATE  
 AUTHORIZED NAME - PLEASE PRINT

### Credit Card Charge Authorization (All Information Must Be Provided)

**PROVIDE EXPIRATION DATE** \_\_\_\_\_  MasterCard  
 \_\_\_\_\_  VISA  
 \_\_\_\_\_  American Express

**Account #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT  
 CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
 PROVINCE / STATE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

**PLEASE** \_\_\_\_\_  
 CARDHOLDER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Calculation of Orders

Furnishings (Page E10-2)	\$
Specialty Furnishings (Page E10-3)	\$
Carpet (Page E10-4)	\$
Cleaning (Page E10-5)	\$
Graphics & Signage (Page E10-6A)	\$
Plants & Greenery (Page E10-7)	\$
Exhibit System Rentals (GEM) (Page E10-8A)	\$
GEM Accessories (Page E10-8B)	\$
GEM Show Special (Page E10-8C)	\$
Installation & Dismantling Labour (Page E10-9)	\$
In-Booth Forklift (Page E10-10)	\$
Material Handling (Page E10-11A, B, C & G)	\$
Electrical Services (Page E10-12)	\$
Wire Transfer Fee - Add \$10.00	\$
<b>FULL PAYMENT DUE:</b>	\$

To simplify payment, send a cheque payable to GES CANADA for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ \_\_\_\_\_  
 Enclosed is a cheque in the amount of: \$ \_\_\_\_\_



# GES CANADA Terms & Conditions of Contract (Page 1 of 2)

## National Franchise & Business Opportunity

September 25 - 26, 2010

Mayfield Trade Centre

GES CANADA TERMS AND CONDITIONS ARE  
SUBJECT TO CHANGE AT GES' DISCRETION  
WITHOUT NOTICE TO ANY PARTIES

### I. Definitions:

**Agents:** GES CANADA's agents, sub-contractors, carriers, and the agents of each.

**Customer:** Exhibitor or other party requesting services from GES CANADA.

**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 CANADA 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 CANADA.

**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 CANADA. 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 CANADA, 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 CANADA 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 CANADA or Agents. Customer authorizes GES CANADA to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

**Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES CANADA 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 provided to GES CANADA, GES CANADA is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

### IV. Mutual Obligations:

#### Indemnification:

**Customer to GES CANADA:** Except to the extent of GES CANADA's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES CANADA 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 CANADA 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 CANADA to Customer:** To the extent of GES CANADA's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES CANADA 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 CANADA 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 CANADA Liability for Loss or Damage to Goods

**Negligence standard:** GES CANADA 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 CANADA.

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

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

**Labour:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided labour. If GES CANADA supervises labour for a fee, GES CANADA 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 CANADA and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.



# GES CANADA Terms & Conditions of Contract (Page 2 of 2)

## National Franchise & Business Opportunities

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**Empty Storage:** GES CANADA 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 CANADA Service Desk for empty container storage. Damage that is the direct result of GES CANADA's negligence shall be subject to the limitations of liability set forth in this document.

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

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

**No Insurance:** GES CANADA 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 CANADA 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 CANADA 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 CANADA 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 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 CANADA, Customer will not withhold payment or any amount due GES CANADA for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES CANADA prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES CANADA shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES CANADA reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

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

### VII. Jurisdiction, Choice of Forum.

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

### 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 CANADA's liability for Customer's Goods:

The responsibility of GES CANADA with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES CANADA shall be liable only for loss or damage to Goods caused by GES CANADA's sole negligence. GES CANADA's liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES CANADA 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 CANADA's immediate control. GES CANADA is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES CANADA is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES CANADA. In no event shall GES CANADA 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 CANADA as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES CANADA 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.**