Payment

Expo Franchise
November 16-17
Palais des Congrès de Montréal

COMPANY NAME	BOOTH #	CONTACT NAME
STREET	PHONE	EMAIL
CITY	FAX	SHOW SITE CONTACT AND PHONE NUMBER
PROVINCE/STATE	POSTAL CODE	

Payment for Services - GES Canada Ltd. requires payment in full at the time services are ordered. Further, GES Canada Ltd. 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.

Payment Methods - GES Canada Ltd. accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a fee for NSF cheques or wire transfers (to cover the bank fees).

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

Tax Exempt - 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 Canada Ltd. 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.

Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES Canada Ltd. on-site representative of any problem 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 GES Canada Ltd. set up costs or expenses. Please refer to the individual forms for cancellation fees.
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 Ltd.
You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event for any 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 for services rendered to your company for this event.
If you have any questions regarding our payment policy, please contact GES Canada Ltd. or visit our service center during the move-in.

I agree in placing this order that I have accepted GES Canada Ltd. payment Policy and Terms & Conditions of Contract

Signature

Name of the owner's card

Date

Payment authorization

Credit card number

__ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __

Expiry date	
Security code	

☐ VISA ☐ Mastercard ☐ AMEX

Owner name

Signature

Complete payment	$

Cheque must be labeled to **GES CANADA Ltd. Your cheque must be received 2 weeks prior to the first day of move-in.**

COMPANY	# BOOTH

Faites parvenir votre commande par: Please send your order by:
Télécopieur | Fax 1 (514) 367-5115 Courriel | E-mail montreal@ges.com

ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable
GES Canada Limited
Email: ar@ges.com Fax: 905-283-0501

Your Company Name: _____

Contact Name: _____

Contact Number: _____

Booth Number: _____ **Event Name:** _____

GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Beneficiary's Name: **GES Canada Limited**
Bank Name: Bank of Montreal
Address: 350 - 7th Avenue SW
Calgary, AB
T2P 3N9

IF YOU ARE SENDING CANADIAN DOLLARS ($CDN)		IF YOU ARE SENDING AMERICAN DOLLARS ($US)
	EFT/Direct Deposit	
Institution code #: 001		Institution code #: 001
Transit #: 00109		Transit #: 00109
Account #: 1967-990		Account #: 4773-410
	Wire Transfers	
Account #: 1967-990		Account #: 4773-410
Beneficiary's Bank: //CC000100109		Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2		Intermediary bank: Wells Fargo Bank (FKA Wachovia)
		Swift Code: PNBPUS3NNYC
		Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____ **Date of Transfer:** _____

***Minimum Bank Charge:** $20.00 (North American) $40.00 (International)

Total: _____

Additional charges will be incurred for late payments, and services may be delayed.

*Minimum Bank Charges as shown above, reflect GES's bank charges only.
Any additional wire transfer and EFT fees are the exhibitor's responsibility.

Terms & Conditions of Contract and Limits of Liability & Responsability

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

Forced Freight: GES Canada Ltd. 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 it"s Goods on or before the targeted time. If Goods remain on the floor after this point, GES Canada Ltd. 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 Ltd. 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 Canada Ltd.'s discretion, and at Customer's expense assuming the Goods are labeled for return. GES Canada Ltd. 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 Ltd. shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES Canada Ltd. 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 Ltd. 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 Ltd.'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 Ltd. 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 Ltd. 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 Ltd. 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 Ltd. 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 Canada Ltd. 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 Ltd., Customer will not withhold payment or any amount due GES Canada Ltd. for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Canada Ltd. prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Canada Ltd. shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Canada Ltd. 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) yearsof 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 Canada Ltd.'s liability for Customer's Goods:

The responsibility of GES Canada Ltd. alists 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 Ltd. shall be liable only for loss or damage to Goods caused by GES Canada Ltd.' sole negligence. GES Canada Ltd.'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 Ltd. 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 Ltd.'s immediate control. GES Canada Ltd. is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Canada Ltd. is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Canada Ltd. In no event shall GES Canada Ltd. 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 Ltd. as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Canada Ltd. 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 LTD. OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

Sécurité d'abord!
Safety First!

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

GES Canada Ltée fait de la sécuité sa priorité. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'évènement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'évènement 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'évènement 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 .
- Seuls les employés autorisés de GES Canada Ltée 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 secours 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 demeurées 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 la cible de vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES.

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

GES Canada Ltd. 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 Canada Ltd. 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 Canada Ltd. personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Canada Ltd. 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 Canada Ltd. representative of any safety issues or concerns.