



LABOUR ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

#129, 7007 - 54 St. SE, Calgary, Alberta, T2C 3C2 Tel: 403.243.2212 Toll Free: 1.800.636.8235
exhibitorserviceswest@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

Calgary Franchise Show 2023

BMO Centre
November 18 - 19, 2023



Exhibiting Company Name	Booth Number
Name of Primary Contact	Phone
	Email

STEP 1 - ORDER LABOUR

GES Labour is available during install & dismantle of the show and is classified in to three categories - *straight time, over time, and double time.*

Straight Time: Monday - Friday from 8:00am - 4:00pm

Over Time: Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm

Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

ITEM CODE	DESCRIPTION	STANDARD PER HOUR	ON-SITE PER HOUR	# of WORKERS		# of HOURS		TOTAL
70000010/70000040	Straight Time - Install and/or Dismantle	\$114.00	\$148.00	x		x		
70000020/70000050	Over Time - Install and/or Dismantle	\$171.50	\$223.00	x		x		
70000030/70000060	Double Time - Install and/or Dismantle	\$227.50	\$296.00	x		x		

STEP 2 - INDICATE THE SERVICE

Option A - GES Supervision: Choose GES Supervised Labour if you will not be present when the work is being completed. On most shows and services, there is a minimum surcharge for professional supervision. Remember, if you are selecting GES Supervised Labour, please let us know when you are planning to arrive so that we can schedule accordingly.

☐ **GES Supervised Labour (exhibitor will not be present). 30% surcharge added.** Total Above \$ _____ x .30 = \$ _____

Exhibitor must provide a diagram & instructions detailing final set-up. GES will supervise labour to: *unpack & install display before exhibitor arrives at show site, dismantle & pack the display after show closing.*

Date of Arrival: _____ Time of Arrival: _____

Option B - Exhibitor Supervision: Choose Exhibitor Supervised Labour if you plan to be present when work is being completed. Exhibitor is required to be in the booth, instructing hired labour, at all times. **Scheduling a date and time is necessary for this option.** Exhibitor assumes the responsibility and any liability arising from the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

☐ **Exhibitor Supervised Labour (exhibitor will be present).**

Please estimate: a) the number of workers needed b) the number of hours required per worker.

Show Site Contact: _____ Phone Number: _____

Dates	Start Time	End Time	# of Workers
Install			

Dates	Start Time	End Time	# of Workers
Dismantle			



GES Terms & Conditions

- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth. For all other start times, please check-in at the GES Service Desk 1/2 hour (30 minutes) before the start time requested.
- GES reserves the right to change labourers and/or rates as shifts change.
- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form"**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

Please Sign

I agree in placing this order that I have
accepted the GES Payment Policy and the GES
Terms & Conditions.

X
Authorized Signature

Sub-Total for
Items Above

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.



IN-BOOTH FORKLIFT ORDER FORM

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STEP 1 - ORDER IN-BOOTH FORLIFT SERVICE

In-Booth Forklift service may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery. This service is required for placing equipment and materials weighing 200lbs. or more. Service includes a GES supplied forklift & operator.

Straight Time: Monday - Friday from 8:00am - 4:00pm

Over Time: Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm

Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

ITEM CODE	DESCRIPTION	STANDARD PER HOUR	ON-SITE PER HOUR	# of WORKERS	# of HOURS	TOTAL
10001000	Straight Time - Install and/or Dismantle	\$163.00	\$212.00	x	x	
10001010	Over Time - Install and/or Dismantle	\$243.00	\$316.00	x	x	
10001020	Double Time - Install and/or Dismantle	\$325.00	\$422.50	x	x	

STEP 2 - INDICATE THE SERVICE

Exhibitor Supervision: As the Exhibitor, you are required to be present in the booth at all times when work is being completed. **Scheduling a date and time is necessary.** Exhibitor assumes the responsibility and any liability arising for the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

☐ **Exhibitor Supervised Labour (exhibitor must be present).**
Please estimate: a) the number of workers needed b) the number of hours required per worker.

Show Site Contact: _____ Phone Number: _____

As part of this service, I will require GES to provide the following type(s) of work: **(circle all that apply)**

Uncrating Unskidding Positioning Leveling Dismantling Recrating Reskidding

Dates	Start Time	End Time	# of Workers

Install

Dates	Start Time	End Time	# of Workers

Dismantle



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TOTAL AND SIGN

Please Sign

I agree in placing this order that I have
**accepted the GES Payment Policy and the GES
Terms & Conditions.**

X

Authorized Signature

Sub-Total for
Items Above

All funds listed in Canadian dollars.
GST # 104060264

Authorized Name (please print)

Date

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.