

Payment & Credit Card Charge Authorization

DISCOUNT DEADLINE DATE:
October 20, 2017

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

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

Payment Policy

Payment for Services - GES requires payment in full at the time services are ordered. Further, GES 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 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 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 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 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 at 306.347.8280 or visit the GES 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.


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 payment policy and GES Terms & Conditions of Contract


PLEASE 

 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Credit Card Charge Authorization
 (All Information Must Be Provided)

PROVIDE EXPIRATION DATE 

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

Advance Warehouse Shipment	\$
Post Show Storage	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Shop/Stock Supplies (Please add \$5.25 to order)	\$5.25
FULL PAYMENT DUE:	\$

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: \$

Advance Material Handling Order Form

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

ADVANCE WAREHOUSE SHIPMENTS

WAREHOUSE SHIPMENTS (up to 30 days free storage)

The rate for this service includes unloading at the warehouse and delivery to your booth at the:

Evraz Place

Rates include: Unloading freight, storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs, applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth, picking up, storing and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

WEIGHT OF SHIPMENT WILL BE VERIFIED UPON DELIVERY

Crated Materials		
Service	Rates	Minimum Charge
On Target Shipments	\$65.00 per 100 lbs	\$ 130.00

Materials Requiring Special Handling		
Service	Rates	Minimum Charge
On Target Shipments	Please call for rates per 100 lbs	\$

ARRIVAL DATES & SURCHARGES FOR SHIPMENTS:

Advance Date:

- **10/11/17** Advance shipments may begin to arrive at warehouse.
- **11/03/17** Last day for crated shipments to arrive at advance warehouse without surcharge.

PLEASE REFER TO THE SHIPPING LABELS IN THIS MANUAL

GES CANADA shall not be responsible for damage to improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building. **Claims must be filed before the close of the show.**

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.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to the warehouse on date:	Total Pieces:
Carrier: _____ Tracking #: _____ Account #: _____	
Total Weight (200 lbs minimum per shipment): _____ / 100	x \$65 = \$ _____

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$ _____
	5% GST:	\$ _____
	PAYMENT ENCLOSED:	\$ _____

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

Post Show Storage Order form

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

POST SHOW STORAGE SHIPMENTS

MATERIAL HANDLING CONTRACTOR:

GES CANADA EXPOSITION SERVICE (CANADA) LTD.
1-1030 KEARNS CRES
REGINA, SK S4P 2Z5
(306) 347-8280

The rate for this service includes removal of goods from the show floor and storage for up to three (3) days upon which time GES CANADA reserves the right to ship out your shipment "collect": via a carrier of our choice:

10-Nov-17

\$65.00 per 100 lbs - crated / \$130.00 minimum

Shipments must be picked up on November 10, 2017 or before:

Address Label	
Ship To:	_____
Address:	_____

City:	_____
Prov/State	_____
Country	_____
Postal Code:	_____
Phone	_____
Contact Name:	_____

Please refer to the shipping labels in this manual.

GES CANADA shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials prior to GES staff collecting goods from the booth during move out. **Claims must be filed before the close of show.**

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.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Carrier:	Account #:	Total Pieces:
Total Weight (200 lbs minimum per shipment):	/ 100	x \$65 = \$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$
	5% GST:	\$
	PAYMENT ENCLOSED:	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO: _____

EXHIBITING COMPANY

See Your Future

NAME OF EXHIBITION


TBD

BOOTH NUMBER

C/O GES
1-1030 KEARNS CRES
REGINA, SK S4P 2Z5

SHIPMENT SHOULD ARRIVE ON OR BEFORE
November 3, 2017

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO: _____

EXHIBITING COMPANY

See Your Future

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See Your Future


NAME OF EXHIBITION

BOOTH NUMBER

C/O GES
1-1030 KEARNS CRES
REGINA, SK S4P 2Z5

SHIPMENT SHOULD ARRIVE ON OR BEFORE
November 3, 2017

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.