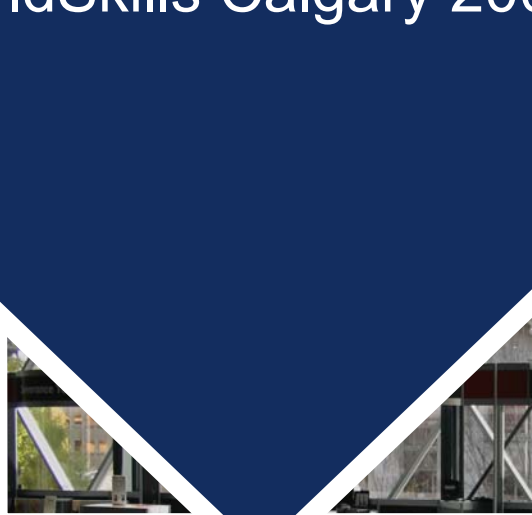




# EXHIBITOR SERVICES & FORMS

# WorldSkills Calgary 2009





## Introductory Letter

**WorldSkills Calgary 2009**  
September 1-14, 2009

---

Dear Exhibitor,

We are pleased that GES CANADA has been selected as your Official Service Contractor for the:

### **WorldSkills Calgary 2009**

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 CANADA. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

Online ordering:

We are pleased to offer our online ordering service. In order to protect your privacy, we have placed the following login and password on our online order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information. You will see a little padlock at the bottom of your web browser verifying this security feature.

To access our online order forms, go to [www.gesexpo.ca](http://www.gesexpo.ca). Enter the city and click on GES online ordering. Input the login and password below.

Here is your security login & password:	Login:	<b>2009</b>
	Password:	<b>24354</b>

By placing your orders in advance, you can save up to 40% 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 CANADA requires payment in full at the time services are order. 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 403-243-2212 and ask to speak to an Exhibitor Service Executive (ESE).

In addition, our GES CANADA Servicentre 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 most successful event.



# Payment & Credit Card Charge Authorization

E9-1A

RETURN TO: GES CANADA Exposition Services Ltd. • #3030-2600 Portland St. SE, Calgary, AB T2G 4M6 • Phone: 403.243.2212 • FAX: 403.243.3868  
SEE US ONLINE: www.gesexpo.ca • Email: calgary@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.

## WorldSkills Calgary 2009

September 1-14, 2009 Stampede Park

DEADLINE DATE:  
August 10, 2009

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 403.243.2212 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 SIGN

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 SIGN

CARDHOLDER'S SIGNATURE

DATE

### Calculation of Orders

Furnishings (Page E6-2)	\$
Specialty Furnishings (Page E6-3)	\$
Carpet (Page E6-4)	\$
Cleaning (Page E6-5)	\$
Graphics & Signage (Page E6-6)	\$
Plants & Greenery (Page E6-7)	\$
Exhibit System Rentals (GEM) (Page E6-8A)	\$
GEM Accessories (Page E6-8B)	\$
GEM Show Special (Page E6-8C)	\$
Installation & Dismantling Labour (Page E6-9)	\$
In-Booth Forklift (Page E6-10)	\$
Material Handling (Page E6-11A & 11B)	\$
Electrical Services (Page E6-12)	\$
Wire Transfer Fee - Add \$25.00	\$
<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: \$



# Furniture & Accessories Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • #3030-2600 Portland St. SE, Calgary, AB T2G 4M6 • Phone:403.243.2212 • FAX: 403.243.3868  
SEE US ONLINE: www.gesexpo.ca • Email: calgary@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.

## WorldSkills Calgary 2009

September 1-14, 2009

Stampede Park

DEADLINE DATE:

August 10, 2009

### PRICE LIST

Quantity	Item #	Description	Advance \$	After Deadline \$	Total Price
<b>Skirted Tables</b>					
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour:</i>					
	24 (DT4)	Skirted 4' Table, Skirted 4 Sides	\$ 79.00	\$ 111.00	\$
	26 (DT6)	Skirted 6' Table	\$ 79.00	\$ 111.00	\$
	28 (DT8)	Skirted 8' Table	\$ 79.00	\$ 111.00	\$
	(DMS)	4th Side Skirted, Optional	\$ 22.00	\$ 31.00	\$
<b>Skirted Raised Tables</b>					
<i>Skirting for Raised Tables - White Vinyl Top &amp; Pleated Skirt on 3 Sides, Choose Colour:</i>					
	24H (RD4)	Skirted 4' Raised Table, Skirted 4 Sides	\$ 99.00	\$ 139.00	\$
	26H (RD6)	Skirted 6' Raised Table	\$ 99.00	\$ 139.00	\$
	28H (RD8)	Skirted 8' Raised Table	\$ 99.00	\$ 139.00	\$
	(DMS)	4th Side Skirted, Optional	\$ 24.50	\$ 34.00	\$
<b>Tables</b>					
	23 (FCOFT)	Round Coffee Table, 18" Tall	\$ 48.00	\$ 67.00	\$
	21 (FPEDT)	Round Pedestal Table, 30" Tall	\$ 60.00	\$ 84.00	\$
	(FPEDT)	Round Bar Table, 40" Tall	\$ 73.00	\$ 102.00	\$
<b>Chairs</b>					
	12 (FFC)	Plastic Folding Chair	\$ 22.00	\$ 31.00	\$
	14 (FGFAC)	Arm Chair, Padded Grey	\$ 32.50	\$ 46.00	\$
	16 (FGFCS)	Counter Stool, Padded Grey	\$ 70.00	\$ 98.00	\$
	17 (FGFSC)	Side Chair, Padded Grey	\$ 31.50	\$ 44.00	\$
					\$
<b>Display Accessories</b>					
	(GMHTB)	Velcro Board, Grey, 4' x 8'	\$ 90.00	\$ 126.00	\$
	32 (FCSU)	Counter Storage Unit	\$ 120.00	\$ 168.00	\$
	55 (FCSH)	Signholder	\$ 38.00	\$ 53.00	\$
	70 (FESL)	Easel	\$ 32.00	\$ 45.00	\$
	58 (FCT)	Coat Tree	\$ 27.00	\$ 38.00	\$
	60 (FGR)	Garment Rack on Wheels	\$ 38.00	\$ 53.00	\$
	(FBF)	Refrigerator, 4.5 cu.ft.	\$ 171.00	\$ 239.00	\$
	(FCS)	Tape Stanchion	\$ 31.00	\$ 43.00	\$
	(FSBD)	Ballot Drum, Table Size	\$ 59.00	\$ 83.00	\$
	(FLR)	Literature Rack	\$ 142.00	\$ 199.00	\$
	(FBH)	Bag Stand	\$ 55.00	\$ 77.00	\$
	56 (FWB)	Wastebasket	\$ 16.00	\$ 22.00	\$
					\$
					\$
<b>Custom Booth Drape</b>					
<i>8'h Back Drape &amp; 3' Side Drape, 4 feet minimum order</i>					
	10 (D8)	Linear feet of Side Drape per foot	\$ 5.15	\$ 7.21	\$
	11 (D3)	Linear feet of Back Drape per foot	\$ 5.50	\$ 7.70	\$
<i>Please include Booth Layout form for placement of items</i>					
<b>Table/Raised Table Skirts/Drape Colours:</b> Black will be provided if no colour is indicated below: Black, Blue, Burgundy, Forest Green, Grey, Red, White.			<b>TOTAL OF ALL ITEMS ORDERED:</b> \$		
			<b>5% GST:</b> \$		
			<b>PAYMENT ENCLOSED:</b> \$		

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

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)



# Booth Cleaning Order Form

**E9-5**

RETURN TO: GES CANADA Exposition Services Ltd. • #3030-2600 Portland St. SE, Calgary, AB T2G 4M6 • Phone: 403.243.2212 • FAX: 403.243.3868  
 SEE US ONLINE: www.gesexpo.ca • Email: calgary@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.

## Worldkills Calgary 2009

September 1-14, 2009

Stampede Park

DEADLINE DATE:

August 10, 2009

### PRICE LIST

Quantity	Item #	Description	Advance \$	After Deadline \$	Total Price
----------	--------	-------------	------------	-------------------	-------------

#### Initial Cleaning Service

<i>Service performed the evening prior to show opening. Carpets are vacuumed and waste baskets are emptied</i>					
	BCICB	10' x 10' Booth	\$ 32.50	\$ 45.50	\$
	BCICSF	10' x 20' Booth	\$ 65.00	\$ 91.00	\$
	BCICSF	_____ ' X _____ ' = _____ Sq.Ft.	\$ 0.32	\$ 0.45	\$

#### Daily Cleaning Service

<i>Service performed prior to show opening and each night at show close for duration of the show. Carpets are vacuumed and wastebaskets are emptied.</i>					
	BCDC100	10' x 10' Booth	\$ 195.00	\$ 273.00	\$
	BCDC100	10' x 20' Booth	#####	#####	\$
	BCDCSF	_____ ' X _____ ' = _____ Sq.Ft. (Booths 400 - 1000 sq.ft.)	\$ 1.95	\$ 2.73	\$
	BCDCSF	_____ ' X _____ ' = _____ Sq.Ft. (Booths 1000 sq.ft. or larger)	\$ 1.56	\$ 2.18	\$

#### Carpet Shampooing

<i>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.</i>					
	BCCSB	10' x 10' Booth	\$ 75.00	\$ 105.00	\$
	BCCSSF	10' x 20' Booth	\$ 150.00	\$ 210.00	\$
	BCCSSF	_____ ' X _____ ' = _____ Sq.Ft.	\$ 0.75	\$ 1.05	\$


Notes:	<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
	<b>5% GST:</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

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)



# Plants & Greenery Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • #3030-2600 Portland St. SE, Calgary, AB T2G 4M6 • Phone: 403.243.2212 • FAX: 403.243.3868  
 SEE US ONLINE: www.gesexpo.ca • Email: calgary@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.

## WorldSkills Calgary 2009

September 1-14, 2009

Stampede Park

DEADLINE DATE:

August 10, 2009

### PRICE LIST

Quantity	Item #	Description	Advance \$	After Deadline \$	Total Price
----------	--------	-------------	------------	-------------------	-------------

#### Green Floor Plants

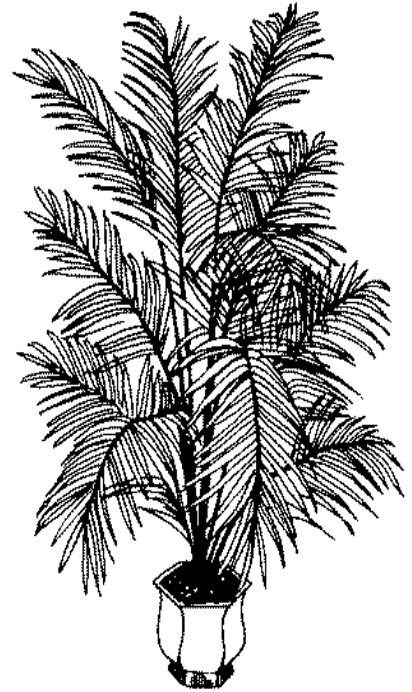
	PFP25	2' to 5' Tall	\$ 53.00	\$ 74.00	\$
	PFP68	6' to 8' Tall	\$ 89.00	\$ 125.00	\$
	PFP910	9' to 10' Tall (Indoor Tree)	\$ 135.00	\$ 189.00	\$

#### Green Table Plants

	PBF	Boston Ferns	\$ 46.00	\$ 64.00	\$
	PTP	Table Plants - 10" Pot	\$ 42.00	\$ 59.00	\$
	PHB	Hanging Basket	\$ 42.00	\$ 59.00	\$

#### Flowering Plants & Special Requests

	PMUM	Mums	\$ 28.00	\$ 39.00	\$
	PF10	Flowering Plants	Upon Request		\$
	PFA	Floral Arrangements	Upon Request		\$



Notes:

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

**5% GST:** \$

**PAYMENT ENCLOSED:** \$

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

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME

EMAIL ADDRESS

BOOTH #

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT

DATE

X

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



# Graphics & Signage Order Form

RETURN TO: GES CANADA Exposition Services Ltd. • #3030-2600 Portland St. SE, Calgary, AB T2G 4M6 • Phone: 403.243.2212 • FAX: 403.243.3868  
 SEE US ONLINE: www.gesexpo.ca • Email: calgary@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.

## WorldSkills Calgary 2009

September 1-14, 2009

Stampede Park

DEADLINE DATE:

August 10, 2009

### PRICE LIST

Quantity	Item #	Description	Advance \$	After Deadline \$	Total Price
<b>Standard Signs</b>					
	S1114	11" x 14"	\$ 41.00	\$ 57.00	\$
	S1422	14" x 22"	\$ 57.00	\$ 80.00	\$
	S2228	22" x 28"	\$ 89.00	\$ 125.00	\$
	S744	7" x 44"	\$ 57.00	\$ 80.00	\$
	S2844	28" x 44"	\$ 153.00	\$ 214.00	\$
	SMISC	10" x 60"	\$ 88.00	\$ 123.00	\$
	SMISC	20" x 60"	\$ 150.00	\$ 210.00	\$
	SMISC	40" x 60"	\$ 233.00	\$ 326.00	\$
	SMISC	48" x 96"	\$ 425.00	\$ 595.00	\$

All standard signs are digitally produced on coroplast. Standard signs include up to 10 words and a selection of colours.

### Please Indicate Choice

<b>Background Colour</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Yellow	<b>Copy Colour</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Yellow	<b>Indicate Physical Alignment</b> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> <div style="border: 1px solid black; width: 30px; height: 15px; margin: 0 5px;"></div> Horizontal         </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <div style="border: 1px solid black; width: 15px; height: 30px; margin: 0 5px;"></div> Vertical         </div>
--	--	--

### Custom Signs

GES CANADA maintains a fully-equipped graphics shop that offers:

Graphic Design	Graphics Presentation	Lamination
Desktop Publishing	Large Format Printing	Logo Reproduction
Backlit Graphics	Vinyl Graphics	Vinyl Banners

For custom work and quotations, please call the GES CANADA office listed above.

**COMPLETE  
COPY**

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.

Cancellation Policy: Orders cancelled will be charged at 100% of original cost once production has started.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE <b>X</b>	AUTHORIZED CONTACT	DATE

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



## Graphics & Signage Information

WorldSkills Calgary 2009

September 1-14, 2009

### ***Sending your graphic and image files to the GES CANADA Creative Services Department***

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving and in order to insure the best quality graphics and images from your digital files and to make file transfers as seamless as possible, we are pleased to provide you with the guidelines for submission of your art to GES CANADA. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES CANADA representative for details.

#### **Acceptable Media: All media should be formatted for use on a PC\***

- Floppy disk - 3.5"
- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R only)
- Email attachment (limited to maximum size of 2mb)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of Event*

*\* For disk types not listed above, please contact a Creative Services Professional (see the \*Still have Questions? Section Below)*

#### **Acceptable File Formats\*\***

##### **VECTOR**

This type of artwork is resolution independent and hence can be enlarged or reduced without any loss of quality.

<u>EXTENSION</u>	<u>PROGRAM</u>	<u>VERSION</u>
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs (vector .eps preferred)
.ai	Adobe Illustrator	Version CS.2 or earlier

**BITMAP:** If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 - 300 dpi. Lower resolutions or ratios will result in lower image quality. File size should not exceed 100 MB.

**AVOIDING ADDITIONAL COSTS:** Files obtained from the internet (.jpg or.gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

*\*\* For file types not listed here (QuarkExpress, FreeHand, InDesign or .PDF files), please contact a Creative Services Professional*

#### **Typeface/Font Handling**

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

#### **Proofs and Colours:**

**IMPORTANT:** Always send 100% accurate proofs (colour laser prints) with your disk. Identify all specific spot colours (PMS) within your file and on the provided proofs. In the absence of colour specifications, all graphics will be produced as is without colour corrections.

#### **Still Have Questions?**

**If you still have questions or concerns about your artwork, file formats and method of delivery, please call the GES CANADA office listed above and ask to speak to a Creative Services Representative.**





# GEM Accessories Order Form

**E9-8B**

RETURN TO: GES CANADA Exposition Services Ltd. • #3030-2600 Portland St. SE, Calgary, AB T2G 4M6 • Phone: 403.243.2212 • FAX: 403.243.3868  
 SEE US ONLINE: www.gesexpo.ca • Email: calgary@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.

## WorldSkills Calgary 2009

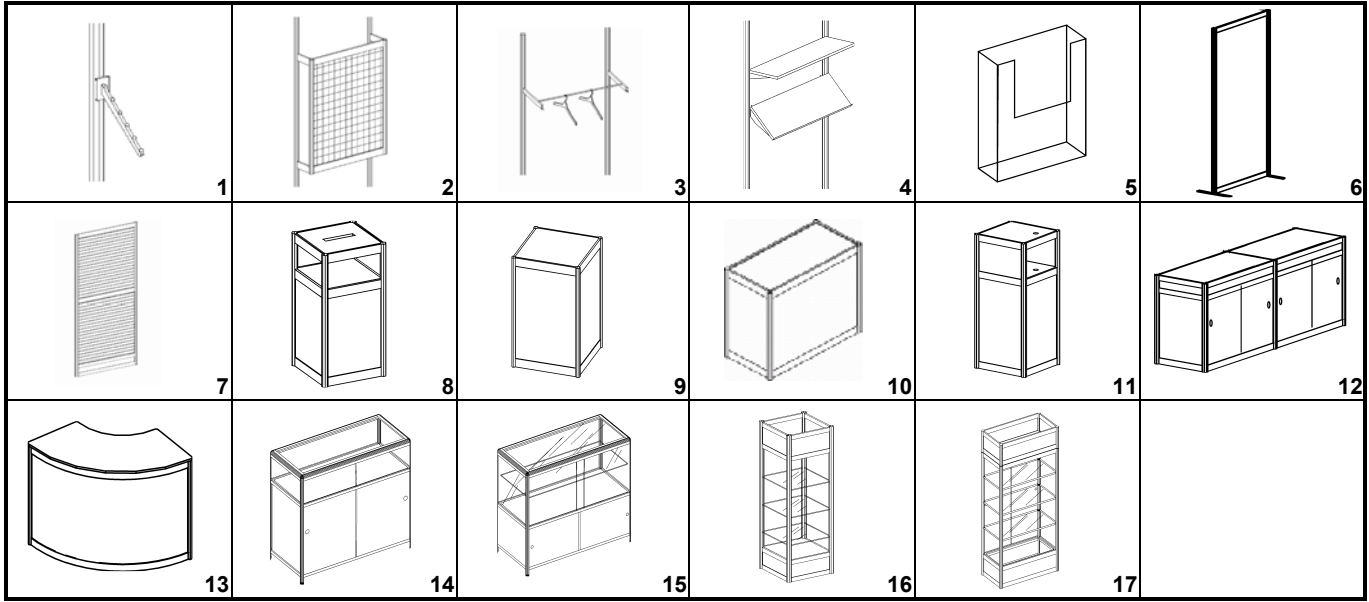
September 1-14, 2009

Stampede Park

DEADLINE DATE:

August 10, 2009

### GEM EXHIBIT ACCESSORIES



### PRICE LIST

Quantity	Item #	Description	After		Total Price
			Advance \$	Deadline	
	1	Waterfall with eight balls	\$ 15.50	\$ 21.70	\$
	2	Grid Panel - 38" x 44" (2" squares)	\$ 113.00	\$ 158.20	\$
	3	Garment Rail 39" wide	\$ 29.00	\$ 40.60	\$
	4	Shelves <input type="checkbox"/> Flat <input type="checkbox"/> Angled	\$ 30.00	\$ 42.00	\$
	5	8.5" x 11" Clear Plexi Literature Pocket	\$ 25.00	\$ 35.00	\$
	6	Free Standing Panel	\$ 136.00	\$ 190.40	\$
	7	Slatwall Panels - 37"W X 96"H Grey (additional cost per panel)	\$ 65.00	\$ 91.00	\$
	8	Ballot Bin - 20"L X 20"W X 36"H	\$ 105.00	\$ 147.00	\$
	9	Pedestal White - 20"L X 20"W X 36"H	\$ 80.00	\$ 112.00	\$
	10	Counter Storage Unit	\$120.00	\$ 168.00	\$
	11	A/V Pedestal (White) 26"L X 26"W x 55"H	\$ 174.00	\$ 243.60	\$
	12	Storage Counter (White) 80"L X 20"W X 41"H	\$ 241.00	\$ 337.40	\$
	13	Curve Counter (White) 60"L X 20"W X 36"H	\$ 165.00	\$ 231.00	\$
	14	99A Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 165.00	\$ 231.00	\$
	15	99B Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 168.00	\$ 235.20	\$
	16	99C Showcase (White/Glass) 20"L X 20"W X 96"H	\$ 245.00	\$ 343.00	\$
	17	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$ 345.00	\$ 483.00	\$

Notes:	<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
	<b>5% GST:</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

All order governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.  
 Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
<b>X</b>		

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



# Post Show Storage Order Form

E9-11C

RETURN TO: GES CANADA Exposition Services Ltd. • #3030-2600 Portland St. SE, Calgary, AB T2G 4M6 • Phone: 403.243.2212 • FAX: 403.243.3868  
SEE US ONLINE: www.gesexpo.ca • Email: calgary@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.

## WorldSkills Calgary 2009

September 1-14, 2009 Stampede Park

DEADLINE DATE:  
August 10, 2009

# POST SHOW STORAGE SHIPMENTS

### MATERIAL HANDLING CONTRACTOR:

**GES CANADA EXPOSITION SERVICE (CANADA) LTD.**  
**#3030-2600 PORTLAND ST. SE**  
**CALGARY, ALBERTA T2G 4M6**  
**(403) 243-2212**

The rate for this service includes removal of goods from the show floor and Stampede Park  
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:

**\$43.00 per 100 lbs - crated / \$86.00 minimum**

Shipments must be picked up on September 17, 2009  
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 after being delivered to booth during installation; nor before being picked up for shipping out from

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:		Total Pieces:	
Total Weight (200 lbs minimum per shipment):	/ 100	x \$43.00	= \$

**Payment & Credit Card Charge Authorization Form MUST Accompany this Form**

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

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE <b>X</b>	AUTHORIZED CONTACT	DATE



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

## WorldSkills Calgary 2009

September 1-14, 2009

Stampede Park

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 labour.



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

## WorldSkills Calgary 2009

September 1-14, 2009

Stampede Park

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

**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 eith 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 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 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.**



## Safety First!

**WorldSkills Calgary 2009**

September 1-14, 2009

---

### **Safety is very important for everyone working in the exhibit hall - especially you!**

GES CANADA 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 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 and do it safely. Thank you for your Cooperation!

### **Exhibitor loss prevention guidelines at showsite**

- Smoking is prohibited in the exhibit hall. Please be sure all cigarettes are fully extinguished.
- 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 personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES CANADA 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 a 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.
- Use good housekeeping. Dispose of 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 representative of any safety issues or concerns.

