SPWLA 61st Annual Symposium
Fairmont Banff Springs Conference Centre
June 22 - 24, 2020

We are pleased to inform you that GES has been selected as the official service partner for:

SPWLA 61st Annual Symposium

Our goal is to provide you with the best possible service and to ensure that your participation in the event is a success. If at any time during the planning process you have questions or need advice, just ask us, we are here to help!

In preparation for the event, here are a few useful tips like we'd like to share with you:

- Be sure to review this Exhibitor Services Manual carefully as it contains valuable information on Advance Pricing as well as the many services being offered by GES.
- Ordering online is the best way to save money - UP TO 25%
- On-Site pricing is applicable to all orders received beginning on the first day of move-in through to the completion of the event.
- Full payment is required at time of order. Please complete & return the enclosed "Credit Card Authorization Form".
- GES accepts VISA, MasterCard, American Express, Debit, EFTs/Wire Transfers and cheques as methods of payment.
- GES can accept EFTs/Wire Transfers and cheques as methods of payment with "Credit Card Authorization Form" to secure payment.
- EFTs/Wire Transfers and cheques should be deposited/arrive a week before move in to complete payment.
- Exhibitors are required to pay 5% G.S.T. on all items when exhibiting in Alberta.

<table>
<thead>
<tr>
<th>PRICING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Price:</td>
</tr>
<tr>
<td>Standard Price:</td>
</tr>
<tr>
<td>On-Site Price:</td>
</tr>
</tbody>
</table>

PRIVACY POLICY

GES respects your privacy. Your personal data will be used by GES Canada Limited only in accordance with the Privacy Policy published at https://www.ges.com/ca/privacy-policy. The Terms permit us to retain your order information to better service your future needs and to communicate with you via electronic communications. You may opt-out of receiving emails as provided in the Privacy Policy. If you provide personal information on behalf of another individual, you represent that you have all the authority and a lawful basis to enable us to collect, use and disclose such personal information as described in our Privacy Policy.

Online Orders
The Expresso online button at the top of each order form will take you to the site - follow the on-screen instructions.

Email Orders
Return completed forms to banff@ges.com

Get Assistance
Need additional information?
Tel: 403.762.2828
SPWLA 61st Annual Symposium  
Fairmont Banff Springs Conference Centre  
June 22 - 24, 2020

Official Service Provider  
GES BANFF  
PO Box 960  
Banff, Alberta, Canada  
T1L 1J4  
Phone: 403.762.2828  
Fax: 403-762-2777  
Email: banff@ges.com  
Web: www.ges.com/ca  
Twitter: GES_Canada  
Instagram: ges_canada

GES will be on-site to assist you in coordinating any last minute services and to answer any questions you may have!

Show Information

- **Show Information**
  - **Booth Size:** 10’x10’
  - **Back Wall Drape:** 8’ high black drape
  - **Side Wall Drape:** 3’ high black drape
  - **Aisle Carpet:** Ballroom is fully carpeted
  - **Booth Carpet:** in hotel patterned carpet

Booth Package Includes:
- 10x10 booth, one 700 watt outlet is included
- 10x20 and 20x20 booth, one 1500 watt outlet is included
- Drapes (except island booths)

**NOTE:** Furniture is not included with booth leaving the display to outfit as you prefer

Important Dates - Before the Event

- **Advance Price Deadline Date:** June 5, 2020
- **Advance Shipments May Arrive at Warehouse:** May 21st and must arrive by June 16, 2020
  - Monday - Friday 8:00 am - 4:30 pm
- **Direct Shipments May Arrive At Venue:** June 21st, 2020
  - 11:00 am - 6:00 pm

Important Dates - During the Event (*times subject to change, confirm with event organizer*)

- **Exhibitor Move-In:** June 21, 2020, Sunday  
  - 11:00 am - midnight
- **GES Service Desk Hours:** June 21, 2020, Sunday  
  - 11:00 am - 11:00 pm
- **Show Hours:** June 22, 2020, Monday  
  - 8:30 am - 5:00 pm  
  - June 23, 2020, Tuesday  
  - 8:30 am - 5:00 pm  
  - June 24, 2020, Wednesday  
  - 8:00 am - 4:00 pm
- **Exhibitor Move-Out:** June 24, 2020, Wednesday  
  - 4:00 pm - 10:00 pm
- **Facility Must Be Clear By:** June 24, 2020, Wednesday  
  - 10:00 pm

For Shipping Addresses, please contact our office with details of shipment for correct address & labels

Dock Information

**Unloading Personal Vehicles of Display Goods & Direct Shipments:** The conference Centre loading dock is accessed by turning right immediately before the traffic circle at the hotel, and following that road around to the left. This dock is on the 2nd floor, the same floor as the exhibits. There is one dock height level dock, and alternate spots for smaller items. Dock is first come first serve, and available after 11 am. Carts will be available to move your goods to your display. Vehicles may not remain here, move and park your vehicle after unloading, and then return to set up. At tear down get your vehicle after goods are packed and ready to load. Direct from site carrier pickups will be first come first serve, trucks allowed on the dock only after goods are ready for loading. This is an awkward dock, 55' semis are not recommended.
### SPWLA 61st Annual Symposium
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<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Province/State</td>
</tr>
<tr>
<td>Postal/Zip</td>
<td>Country</td>
</tr>
<tr>
<td>Name of Primary Contact</td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>Name of Show Site Contact</td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>Email</td>
</tr>
</tbody>
</table>

Please indicate if you will be paying in behalf of the exhibiting company?

- [ ] No
- [ ] Yes

**Company Name:**

**Company Business Address:**

### ORDER SUMMARY

<table>
<thead>
<tr>
<th>PRODUCT/SERVICE PAGE</th>
<th>SUB-TOTAL (FROM ORDER FORM)</th>
<th>PRODUCT/SERVICE PAGE</th>
<th>SUB-TOTAL (FROM ORDER FORM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Specials Order Form</td>
<td>$</td>
<td>Exhibit Accessories Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Rental Exhibits Order Form</td>
<td>$</td>
<td>Labour Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Graphics &amp; Design Order Form</td>
<td>$</td>
<td>Electrical Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Furnishings Order Form (2 pages)</td>
<td>$</td>
<td>Material Handling Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Carpet &amp; Booth Cleaning Order Form</td>
<td>$</td>
<td>Transportation/Logistics Order &amp; or</td>
<td>$</td>
</tr>
<tr>
<td>Specialty Furniture &amp; Plants Order Form</td>
<td>$</td>
<td>Customs Clearance Form</td>
<td>$</td>
</tr>
</tbody>
</table>

**Note:** Not all forms/services are available for all events.

Sub-Total for all items + 5% G.S.T = Total Payment

All funds listed in Canadian dollars.

GST # 104060264

### CREDIT CARD AUTHORIZATION (required for all forms of payment)

Orders will not be accepted without the receipt of a completed "Credit Card Authorization Form". A completed "Credit Card Authorization Form" is required to secure order payment and be kept on file even if the Exhibitor is paying by cheque or EFT/Wire Transfer (completed "EFT/Wire Transfer Form" required). All services must be pre-paid in full.

**Method of Payment:**

- [ ] Credit Card
- [ ] EFT/Wire Transfer
- [ ] Cheque

**Account Number:**

- [ ] VISA
- [ ] MasterCard
- [ ] American Express

**Expiry Date:**

**CVV:**

This "Credit Card Authorization Form" allows GES to charge any fees outstanding after event close to this credit card (including funds owed due to a cheque returned as NSF).

### 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**

**Authorized Name (please print)**

**Date**
SPWLA 61st Annual Symposium  
Fairmont Banff Springs Conference Centre  
June 22 - 24, 2020

ADVANCE PRICING:  
To qualify for the Advance Price, orders must be received with full payment on or before the Advance Price Deadline Date. Advance Price for online orders and offline (email/fax) orders varies. After the Advance Price Deadline Date has passed, orders will be charged the Standard Price as listed online and on the order forms. Orders without payment will not be processed until payment is received and may be charged the Standard Price.

ON-SITE PRICING:  
All orders received beginning on the first day of event move-in, through to the completion of the event, will be charged the On-Site Price. The On-Site Price is calculated at an increase of 20% to the Standard Price listed online and on the order forms.

METHOD OF PAYMENT:  
GES accepts VISA, MasterCard and American Express. EFTs/Wire Transfers and cheques should be deposited/arrive a week before move in to complete payment. Purchase Orders are not considered payment. Exhibitors will be charged $20.00 for cheques returned as NSF.

EFT/WIRE TRANSFER INFORMATION:  
To properly credit your account, please complete the "Electronic Funds/Wire Transfer Form " included within this exhibitor manual. Note: There is a minimum service charge applicable on all EFT/Wire Transfers ($20.00 North America, $40.00 International). Any additional fees are the responsibility of the Exhibitor and may vary depending on processing bank. Please ensure that transfers are received a minimum of ten (10) days prior to the event.

PAYMENT SCHEDULE:  
Payment for all GES products and/or services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklift, and/or Labour Services without a completed "Credit Card Authorization Form " on file.

THIRD PARTY BILLING:  
Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party agent to manage their exhibit and order services on their behalf. GES will agree to this arrangement provided that the EAC/agent makes satisfactory payment arrangements with us. In the event that an authorized EAC/agent does not pay for GES services as agreed upon, the Exhibitor is ultimately responsible for all charges incurred on its behalf. See "Third Party Billing Form " included in this manual.

ADJUSTMENTS AND CALCULATIONS:  
Adjustments to an invoice will not be made after the close of the event. Some items, services, and labour are subject to cancellation fees. Refer to each order form for specific details.

EXHIBITORS MUST PAY 5% G.S.T. ON ALL ORDERS WHEN EXHIBITING IN ALBERTA
Take your space from the ordinary, to the extraordinary.

Go ahead, get noticed!

At GES, our Custom Exhibits team will help you to achieve your marketing goals. Use our experience and expertise to:

- Highlight your brand
- Attract positive attention
- Get the most out of your budget
- Maximize your results

Let’s team up to create a fully branded space that maximizes your visibility on the show floor.

More than a booth; let’s create an experience.

Contact GES Custom Exhibits today at banff@ges.com or 403.762.2828
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<tr>
<td>Name of Primary Contact</td>
<td>Phone</td>
</tr>
</tbody>
</table>

**Online Savings are Just a Click Away**  
Order online before the advance price deadline for best pricing

---

**WOW! Your Audience**
GES Show Specials can be customized to meet your branding & display goals.  
- Design a unique space.
- Add colour & increase visibility.
- Boldly market your products & services.

Contact our Exhibitor Services Department today to add custom graphics to your exhibit.  
[banff@ges.com](mailto:banff@ges.com) or 403.762.2828

---

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>ONLINE ADVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS001</td>
<td>Package A - 10' x 10'</td>
<td>$1,377.90 $1,564.00 $1,840.00</td>
</tr>
<tr>
<td>SS002</td>
<td>Package B - 10' x 20'</td>
<td>$2,023.80 $2,297.13 $2,702.50</td>
</tr>
<tr>
<td>SMISC</td>
<td>Logo Added to Booth ID Sign</td>
<td>$105.75 $120.00 N/A</td>
</tr>
</tbody>
</table>

**Rental Exhibits Include:** installation & dismantle, solid-coloured wall panels, carpet and printed header (black font on white background).  
**Rental Exhibits do not Include:** booth cleaning, light fixtures, electrical outlets.

---

**Wall Panels** (circle colour choice):
- Black
- Grey
- White

**Carpet (circle colour choice):**
- Black
- Grey

---

**Package A - 10' x 10'** Header to read:

<table>
<thead>
<tr>
<th>Left:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Right:</th>
</tr>
</thead>
</table>

Any logo must be sign quality and final text or logo must be submitted at least 2 weeks prior to order date.

---

**GES Terms & Conditions**
- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Changes to the structure design or addition of graphics will result in additional charges.
- Charges are for rental of equipment only. Items remain property of GES.
- GES is not responsible for exhibit materials left in rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).

**ON-SITE PRICING** is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

---

**TOTAL AND SIGN**

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

Authorized Signature

Authorized Name (please print)  
Date  

**Sub-Total for Items Above**

All funds listed in Canadian dollars.

GST # 104060264

**Cancellation Policy:** 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
Rental Exhibits

Show Specials

Package A - 10’ x 10’

Package B - 10’ x 20’

Rental Exhibits

Model 1 - 10’ x 10’

Model 2 - 10’ x 10’

Model 3 - 10’ x 10’

Model 4 - 10’ x 20’

Model 5 - 10’ x 20’

Model 5 - 10’ x 20’

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.
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Rental Exhibits Order Form

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Design a unique space.
Add colour & increase visibility.
Boldly market your products & services.
Contact our Exhibitor Services Department today to add custom graphics to your exhibit.
banff@ges.com or 403.762.2828

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Upload Your Design Files to:
https://file.ges.com/ and enter toupleoad@ges.com in the "Recipient Email Address" field.

NOTE: Please include your company name, event name, booth number, and any other specifics regarding your design files, under the "Comments" section.

Rental Exhibits include: installation & dismantle, solid-coloured wall panels, carpet and printed header (black font on white background).
Rental Exhibits do not include: graphics, booth cleaning, light fixtures, electrical outlets.

Wall Panels (circle colour choice):
- Black
- Grey
- White

Carpet (circle colour choice):
- Black
- Blue
- Grey
- Red

Models #1, #2 & #5 Header to read: ________________________________
Models #4 Header to read: Left: ____________________________ Right: ________________

GES Terms & Conditions
- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Changes to the structure design or addition of graphics will result in additional fees.

- Charges are for rental of equipment only. Items remain property of GES.
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ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

TOTAL AND SIGN

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

Authorized Signature

Authorized Name (please print) ____________________________ Date ________________

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

All funds listed in Canadian dollars.

GST # 104060264

The addition of graphics to your booth will catch the eye of visitors, drawing them out of the aisle and in to your space.

- All printed materials are yours to keep and reuse time & time again. That's a great investment!
- All hardware, stands & easels remain property of GES and will be collected upon show close.

Think outside the box, or booth in this case, and consider these other creative graphics options:

- Fabric Backwalls
- Murals
- Illuminated Signs
- Wall Panels
- Branded Furniture
- Custom-Shaped Signs
- Floor Decals
- Banners/Posters

Connect with the industry's most innovative, dynamic & client-focused Graphic Design team.

Email: banff@ges.com
Phone: 403.762.2828

Go Ahead. Get Noticed.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.
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Exhibiting Company Name

Name of Primary Contact

Online Savings are Just a Click Away
Order online before the advance price deadline for best pricing

Did you know that the GES team can work with you to develop a full branding suite?
From concept to completion, we’ll work together to design a collection of graphics that promote your brand & set you apart.

All printed materials are yours to keep and reuse time and time again making this a high-value investment.

- Fabric Backwalls
- Murals
- Branded Furnishings
- Floor Decals
- Illuminated Signs
- Wall Panels
- Custom-Shaped Signs
- Banners/Posters

Ready to get Noticed?
Connect with our innovative Graphics Design team at banff@ges.com or 403.762.2828

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>ONLINE ADVANCE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIG027</td>
<td>8&quot;w x 11&quot;h Vertical Sign with Easel</td>
<td>$17.00</td>
<td>$19.25</td>
<td>$22.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S488</td>
<td>48&quot;w x 8'h Booth ID Sign</td>
<td>$99.50</td>
<td>$112.50</td>
<td>$132.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S2228</td>
<td>22&quot;w x 28&quot;h Vertical Sign</td>
<td>$134.50</td>
<td>$152.00</td>
<td>$179.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S2844</td>
<td>28&quot;w x 44&quot;h Vertical Easel Sign</td>
<td>$173.00</td>
<td>$196.00</td>
<td>$230.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBAN</td>
<td>38&quot;w x 96&quot;h Vertical Sign with Stand</td>
<td>$618.50</td>
<td>$701.00</td>
<td>$824.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FMISC</td>
<td>8' or 10' POP UP Booth Unit (velcro compatible)</td>
<td>N/A</td>
<td>$698.50</td>
<td>$929.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FMISC</td>
<td>10'w x 7'5&quot; stretch graphic system purchase - with graphic print ready artwork 115.75&quot; x 90.55&quot;. Includes set up at show. This is not available for late orders.</td>
<td>N/A</td>
<td>$1,800.00</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FMISC</td>
<td>20'w x 7'5&quot; stretch graphic system purchase - with graphic print ready artwork 231.50&quot; x 90.55&quot;. Includes set up at show. This is not available for late orders.</td>
<td>N/A</td>
<td>$3,200.00</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upload Your Design Files to:

https://file.ges.com/ and enter touple@ges.com in the "Recipient Email Address " field.

NOTE: Please include your company name, event name, booth number, and any other specifics regarding your design files, under the "Comments " section.

GES Terms & Conditions

- All signs must be picked up from the GES Service Desk.
- Orders will not be processed until payment has been received.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- There are no refunds/exchanges on signs.
- Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event. Charges will be based on dimensions, materials, printing & transportation costs.

TOTAL AND SIGN

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

Authorized Signature

Authorized Name (please print)  Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Sub-Total for Items Above

All funds listed in Canadian dollars.

GST # 104060264
Furnishings

**Seating**
- Grey Fabric Side Chair
- Grey Fabric Arm Chair
- Grey Fabric Counter Stool
- Steno Chair

**Tables & Counters**
- Starbase Table - 30" High
- Starbase Table - 18" High
- Round Cocktail Table - 42"H with Spandex Cover
- Skirted Table - 30" High 4ft., 6ft., 8ft.
- Skirted Counter - 42" High 4ft., 6ft.
- Unskirted Table - 30" High 4ft., 6ft., 8ft.
- Unskirted Counter - 42" High 4ft., 6ft.

**Accessories**
- Garment Racks on Wheels
- Chrome Sign Holder
- Easel
- Counter Storage Unit
- Plexi Pocket!!
- Bag Holder
- Stanchions
- Wastebasket

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.
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Exhibiting Company Name

Name of Primary Contact

Phone

Email

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<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGFSC</td>
<td>Grey Fabric Side Chair</td>
<td>$54.30</td>
<td>$61.60</td>
<td>$82.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGFAC</td>
<td>Grey Fabric Arm Chair</td>
<td>$54.30</td>
<td>$61.60</td>
<td>$82.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGFC</td>
<td>Grey Fabric Counter Stool</td>
<td>$113.50</td>
<td>$128.80</td>
<td>$172.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSC</td>
<td>Steno Chair</td>
<td>$116.30</td>
<td>$132.00</td>
<td>$176.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPEDT</td>
<td>Starbase Table - 30” Round x 30” High</td>
<td>$106.65</td>
<td>$121.00</td>
<td>$162.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOFT</td>
<td>Starbase Table - 30” Round x 18” High (coffee table)</td>
<td>$106.65</td>
<td>$121.00</td>
<td>$162.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPEDT40</td>
<td>Round Cocktail Table (30” diameter, 42”h)</td>
<td>$145.40</td>
<td>$165.00</td>
<td>$220.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FMISC</td>
<td>Spandex cover with 42” tall cocktail table</td>
<td>$42.75</td>
<td>$48.50</td>
<td>$60.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCT</td>
<td>Garment Rack (15 wood hangers)</td>
<td>$68.85</td>
<td>$78.10</td>
<td>$104.50</td>
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<tr>
<td>FCSP</td>
<td>22” x 28” Chrome Sign Holder (sign ordered separately)</td>
<td>$63.00</td>
<td>$71.50</td>
<td>$96.00</td>
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<tr>
<td>FCSL</td>
<td>Easel</td>
<td>$56.25</td>
<td>$63.80</td>
<td>$82.50</td>
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<tr>
<td>GPLP</td>
<td>Plexi Pocket (wall mountable only)</td>
<td>$33.90</td>
<td>$39.60</td>
<td>$53.00</td>
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<tr>
<td>FCSU</td>
<td>White Counter Storage Unit - 41” High</td>
<td>$285.90</td>
<td>$324.50</td>
<td>$434.50</td>
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<tr>
<td>FBM</td>
<td>Bag Holder - 41” High</td>
<td>$83.35</td>
<td>$94.60</td>
<td>$126.50</td>
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<tr>
<td>FCS</td>
<td>Stanchions (min. order of 2)</td>
<td>$54.30</td>
<td>$61.60</td>
<td>$82.00</td>
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<tr>
<td>FWB</td>
<td>Wastebasket</td>
<td>$24.45</td>
<td>$30.00</td>
<td>$40.00</td>
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<td></td>
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</tbody>
</table>

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- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- GES is not responsible for exhibit materials left in rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
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TOTAL AND SIGN

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

Authorized Signature

Authorized Name (please print)  Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

All funds listed in Canadian dollars.

GST # 104060264
<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>ADVANCE ONLINE</th>
<th>ADVANCE</th>
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<th>QUANTITY</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>DT4</td>
<td>4 ft. Long x 2 ft. Wide</td>
<td>$118.25</td>
<td>$134.20</td>
<td>$178.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DT6</td>
<td>6 ft. Long x 2 ft. Wide</td>
<td>$118.25</td>
<td>$134.20</td>
<td>$178.00</td>
<td></td>
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<tr>
<td>DT8</td>
<td>8 ft. Long x 2 ft. Wide</td>
<td>$136.65</td>
<td>$155.10</td>
<td>$207.00</td>
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<td>DTS4S</td>
<td>Skirted Fourth Side</td>
<td>$43.65</td>
<td>$49.50</td>
<td>$66.00</td>
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<td>FMISC</td>
<td>Skirt Colour Change</td>
<td>$43.65</td>
<td>$49.50</td>
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<td>RD4</td>
<td>4 ft. Long x 2 ft. Wide</td>
<td>$142.50</td>
<td>$161.70</td>
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<td>RD6</td>
<td>6 ft. Long x 2 ft. Wide</td>
<td>$142.50</td>
<td>$161.70</td>
<td>$216.00</td>
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<tr>
<td>FMISC</td>
<td>Skirted Fourth Side</td>
<td>$54.30</td>
<td>$61.60</td>
<td>$82.50</td>
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<tr>
<td>UD4</td>
<td>4 ft. Long x 2 ft. Wide</td>
<td>$88.20</td>
<td>$100.10</td>
<td>$144.00</td>
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<tr>
<td>UD6</td>
<td>6 ft. Long x 2 ft. Wide</td>
<td>$88.20</td>
<td>$100.10</td>
<td>$144.00</td>
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<tr>
<td>UD8</td>
<td>8 ft. Long x 2 ft. Wide</td>
<td>$106.65</td>
<td>$121.00</td>
<td>$172.00</td>
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<tr>
<td>RUD4</td>
<td>4 ft. Long x 2 ft. Wide</td>
<td>$112.45</td>
<td>$127.60</td>
<td>$177.00</td>
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<tr>
<td>RUD6</td>
<td>6 ft. Long x 2 ft. Wide</td>
<td>$112.45</td>
<td>$127.60</td>
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<tr>
<td>D3</td>
<td>3 Ft. High (per linear foot)</td>
<td>$16.50</td>
<td>$18.75</td>
<td>$22.00</td>
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<tr>
<td>D8</td>
<td>8 Ft. High (per linear foot)</td>
<td>$23.00</td>
<td>$26.00</td>
<td>$30.50</td>
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</table>

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---

**Authorized Signature**

Authorized Name (please print)  
Date

---

All funds listed in Canadian dollars.
SPWLA 61st Annual Symposium
Fairmont Banff Springs Conference Centre
June 22 - 24, 2020

Exhibiting Company Name

Name of Primary Contact

Phone

Email

BOOTH CLEANING
BOOTH CARPET - CUSTOM SIZE (per sq.ft., includes Protective Plastic Covering)

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>ONLINE ADVANCE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0810</td>
<td>Single Booth-Standard Carpet</td>
<td>$203.55</td>
<td>$231.00</td>
<td>$308.00</td>
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<tr>
<td>C0820</td>
<td>Double Booth-Standard Carpet</td>
<td>$397.35</td>
<td>$451.00</td>
<td>$605.00</td>
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BOOTH CARPET - CUSTOM SIZE (per sq.ft., includes Protective Plastic Covering)

<table>
<thead>
<tr>
<th>CUSTC</th>
<th>Booth Size: _______ ft. x _______ ft. = _________ sq. ft. TOTAL</th>
<th>Colour Choice:</th>
<th>ONLINE ADVANCE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Black</td>
<td>$3.65</td>
<td>$4.13</td>
<td>$4.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

UNDERPAD (per square foot, installed by GES)

<table>
<thead>
<tr>
<th>CACU</th>
<th>Booth Size: _______ ft. x _______ ft. = _________ sq. ft. TOTAL</th>
<th>ONLINE ADVANCE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$2.00</td>
<td>$2.25</td>
<td>$3.00</td>
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</table>

PROTECTIVE PLASTIC COVERING (per square foot, installed by GES, removed by exhibitor)

<table>
<thead>
<tr>
<th>CAPC</th>
<th>Booth Size: _______ ft. x _______ ft. = _________ sq. ft. TOTAL</th>
<th>ONLINE ADVANCE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.88</td>
<td>$0.99</td>
<td>$1.15</td>
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PLEASE LET US KNOW:
Will you booth contain any undercarpet wiring (i.e. for electrical, telecommunications, etc.)?  YES  NO

BOOTH CLEANING

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>ONLINE ADVANCE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCICB</td>
<td>Pre Show Booth Cleaning - Single Booth</td>
<td>$62.05</td>
<td>$70.40</td>
<td>$88.00</td>
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</tr>
<tr>
<td>BCDC100</td>
<td>Daily Booth Cleaning - Single (including Pre Show)</td>
<td>$186.10</td>
<td>$211.20</td>
<td>$264.00</td>
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<td></td>
</tr>
</tbody>
</table>

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- If a colour is not chosen, GES will choose a colour for you.
- Custom-Cut Carpet includes Protective Plastic Covering.
- Minimum order of 100 sq.ft. for Custom-Cut Carpet and Protective Plastic Covering.

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Authorized Signature

Authorized Name (please print)  Date

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Exhibit Accessories & Product Display

Product Display

- 28" High Pedestal
- 80" Storage Counter
- Curved Counter
- 99A Showcase
- 99B Showcase
- 99C Showcase
- 99D Showcase

Exhibit Accessories

- Waterfall with Hooks
- Grid Panel
- Garment Rail
- Flat Shelf
- Angled Shelf
- Slatwall Panel

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.
### SPWLA 61st Annual Symposium
Fairmont Banff Springs Conference Centre
June 22 - 24, 2020

- **Name**
- **Grid**
- **Items**

**Exhibiting Company Name**

<table>
<thead>
<tr>
<th>Name of Primary Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
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</table>

**Online Savings are Just a Click Away**

Order online before the advance price deadline for best pricing

![Expresso](image)

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>ONLINE ADVANCE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>PED002</td>
<td>Pedestal (white) - 20&quot; long x 20&quot; wide x 36&quot; high</td>
<td>$137.67</td>
<td>$156.20</td>
<td>$220.00</td>
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<tr>
<td>GSC</td>
<td>Storage Counter (white) - 80&quot; long x 20&quot; wide x 40&quot; high</td>
<td>$598.00</td>
<td>$678.00</td>
<td>$797.50</td>
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<tr>
<td>GCC</td>
<td>Curved Counter (white) - 60&quot; long x 20&quot; wide x 40&quot; high</td>
<td>$324.70</td>
<td>$368.50</td>
<td>$489.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F99A</td>
<td>99A Showcase (white/glass) - 40&quot; long x 20&quot; wide x 41&quot; high</td>
<td>$285.90</td>
<td>$324.50</td>
<td>$456.50</td>
<td></td>
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<tr>
<td>F99B</td>
<td>99B Showcase (white/glass) - 40&quot; long x 20&quot; wide x 41&quot; high</td>
<td>$305.35</td>
<td>$346.50</td>
<td>$478.50</td>
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<tr>
<td>F99C</td>
<td>99C Showcase (white/glass) - 26&quot; long x 26&quot; wide x 96&quot; high</td>
<td>$407.10</td>
<td>$462.00</td>
<td>$632.50</td>
<td></td>
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<tr>
<td>F99D</td>
<td>99D Showcase (white/glass) - 40&quot; long x 20&quot; wide x 96&quot; high</td>
<td>$542.75</td>
<td>$616.00</td>
<td>$825.00</td>
<td></td>
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<tr>
<td>GWF</td>
<td>Waterfall with 8 Hooks</td>
<td>$59.00</td>
<td>$66.75</td>
<td>$78.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GGP</td>
<td>Grid Panel (white) - 38&quot; wide x 44&quot; high, 2&quot; squares</td>
<td>$196.50</td>
<td>$223.00</td>
<td>$262.25</td>
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<tr>
<td>GGR</td>
<td>Garment Rail - 39&quot; wide</td>
<td>$70.25</td>
<td>$79.50</td>
<td>$93.50</td>
<td></td>
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<tr>
<td>GFS</td>
<td>Flat Shelf - 37&quot; long x 12&quot; wide</td>
<td>$59.75</td>
<td>$67.75</td>
<td>$79.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAS</td>
<td>Angled Shelf - 37&quot; long x 12&quot; wide</td>
<td>$59.75</td>
<td>$67.75</td>
<td>$79.75</td>
<td></td>
<td></td>
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<tr>
<td>GSWP</td>
<td>Slatwall Panel (grey) - 37&quot; wide x 96&quot; high</td>
<td>$166.50</td>
<td>$189.00</td>
<td>$222.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Use the power of graphics to stand out amongst the crowd!**

Add graphics to any of the pedestals, counters and showcases listed above.

Contact our Exhibitor Services team at banff@ges.com for details and pricing.

Items above are designed to fit GES Rental Exhibits only.

Please submit illustration of booth indicating locations for grid and/or slatwall panels to banff@ges.com

Grid Panels can not be installed in corners.

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X

Authorized Signature

Authorized Name (please print)  Date

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Lounge Furniture

A. Espresso Leather Sofa, Love Seat & Arm Chair

Approx 88"W x 36"H x 38"L

Approx 66"W x 36"H x 38"L

Approx 45"W x 36"H x 38"L

B. Glass Top Coffee Table

24"W x 16"H x 47.5"L

C. Glass Top End Table

24"W x 20"H x 22"L

D. Glass Top Round Table

28.75"H x 41.25"

E. White Fabric Slipper Chair

21"W x 38"H x 22"L

F. Bistro White Leather Stool

36" Height full (adjustable height)

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<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>PFP25</td>
<td>2ft - 5ft Tall Silk Plant (assorted styles)</td>
<td>$72.25</td>
<td>$82.00</td>
<td>$110.00</td>
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<tr>
<td>PFP68</td>
<td>6ft - 8ft Tall Silk Ficus Tree</td>
<td>$121.60</td>
<td>$138.00</td>
<td>$185.00</td>
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<td>PMUM</td>
<td>Mums</td>
<td>$65.95</td>
<td>$74.80</td>
<td>$93.50</td>
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<td>SPE007</td>
<td>Chrome Glass Round Table - 28.75&quot;H x 41.25&quot; approx</td>
<td>$195.80</td>
<td>$222.20</td>
<td>$300.00</td>
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<tr>
<td>SPE010</td>
<td>Glass Top Coffee Table - 24&quot;W x 16&quot;H x 47.5&quot;L approx</td>
<td>$156.05</td>
<td>$177.10</td>
<td>$240.00</td>
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<tr>
<td>SWRET24</td>
<td>Glass Top End Table - 24&quot;W x 20&quot;H x 22&quot;L approx</td>
<td>$322.75</td>
<td>$366.30</td>
<td>$500.00</td>
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<tr>
<td>FLR</td>
<td>White Slipper Chair</td>
<td>$169.60</td>
<td>$192.50</td>
<td>$250.00</td>
<td></td>
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<tr>
<td>SPE019</td>
<td>White Leather Stool - 36&quot; (adjustable) Height</td>
<td>$169.60</td>
<td>$192.50</td>
<td>$265.00</td>
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<tr>
<td>SPE004</td>
<td>Espresso Leather Sofa</td>
<td>$499.10</td>
<td>$566.50</td>
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<td>SPE005</td>
<td>Espresso Leather Love Seat</td>
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<td>$412.50</td>
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<td>SPE006</td>
<td>Espresso Leather Arm Chair</td>
<td>$276.20</td>
<td>$313.50</td>
<td>$420.00</td>
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<tr>
<td>FLR</td>
<td>Literature Stand</td>
<td>$129.90</td>
<td>$147.40</td>
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<tr>
<td>FMISC</td>
<td>Phone Soap Table Top Phone Sanitizer/Charger</td>
<td>$218.05</td>
<td>$247.50</td>
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</tr>
</tbody>
</table>

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- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability.
- At show site, some items may not be available and substitutions may be necessary.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. Items remain property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

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

Authorized Signature

Authorized Name (please print) Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
SPWLA 61st Annual Symposium  
Fairmont Banff Springs Conference Centre  
June 22 - 24, 2020

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 - 6:00pm, Saturday - Sunday from 8:00am - 4:00pm

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

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRE ORDER PER HOUR</th>
<th>STANDARD PER HOUR</th>
<th># of WORKERS</th>
<th># of HOURS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINREG / LOREG</td>
<td>Straight Time - Install and/or Dismantle</td>
<td>N/A</td>
<td>N/A</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>LINOT / LOOT</td>
<td>Over Time - Install and/or Dismantle</td>
<td>$165.00</td>
<td>$209.00</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>LINDT / LODT</td>
<td>Double Time - Install and/or Dismantle</td>
<td>$203.50</td>
<td>$247.50</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

---

**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 show, 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, working, instructing hired labour, at all times. **Scheduling a date and time is necessary for this option.** 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 Option B (exhibitor will be present).**  
Show Site Contact:__________________________________________ Phone Number:__________________________________________

  Date of Arrival:__________________________ Time of Arrival:__________________________

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

<table>
<thead>
<tr>
<th>Install Dates</th>
<th>Start Time</th>
<th>End Time</th>
<th># of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantle Dates</td>
<td>Start Time</td>
<td>End Time</td>
<td># of Workers</td>
</tr>
</tbody>
</table>

---

**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.”

---

**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

Authorized Name (please print)  
Date

**Sub-Total for Items Above**

All funds listed in Canadian dollars.

**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.
### ELECTRICAL ORDER FORM

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

**SPWLA 61st Annual Symposium**  
Fairmont Banff Springs Conference Centre  
June 22 - 24, 2020

**Advance Price Deadline Date:**  
June 5, 2020

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>ONLINE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL1500W</td>
<td>1500 Watt Duplex Outlet</td>
<td>$124.05</td>
<td>$140.80</td>
<td>$162.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EL2000W</td>
<td>2000 Watt Duplex Outlet</td>
<td>$150.25</td>
<td>$170.50</td>
<td>$192.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELPB</td>
<td>Power Bar</td>
<td>$29.10</td>
<td>$33.00</td>
<td>$38.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEC</td>
<td>Extension Cord</td>
<td>$29.10</td>
<td>$33.00</td>
<td>$38.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELD150F</td>
<td>8' Flood Light Stand, 2 - 75 Watt Flood Bulbs</td>
<td>$96.95</td>
<td>$110.00</td>
<td>$146.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELMISC</td>
<td>1 - 25w LED (as 200 watt) clamp on arm light</td>
<td>$92.10</td>
<td>$104.50</td>
<td>$126.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELQL</td>
<td>500 Watt Quartz Light</td>
<td>$208.40</td>
<td>$236.50</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>ELMISC</td>
<td>Special Hookups &amp; Specialty Lighting Available upon request</td>
<td>$25.00</td>
<td>$29.10</td>
<td>$34.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GES is proud to be the exclusive provider of electrical to temporary displays and exhibits at the Fairmont Banff Springs. Any electricity required at booths is hired from and provided by GES Canada.

**GES Terms & Conditions**
- All prices include delivery, rental and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability.
  At show site, some items may not be available and substitutions may be necessary.
- All orders received after the Advance Price Deadline Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
  - Additional Labour charges may apply for special connection or special wiring
  - GES is not responsible for exhibit materials left in rental exhibits or counter storage units.
  - All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
  - Order must be submitted with a completed “Credit Card Authorization Form” (available in this manual).

**ON-SITE PRICING** is applicable to all orders received on the first day of move-in through to the completion of the event and is calculated at an increase of 20% to the Standard Price listed above.

### TOTAL AND SIGN

<table>
<thead>
<tr>
<th>Please Sign</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms &amp; Conditions.</td>
<td>X</td>
</tr>
</tbody>
</table>

Authorized Name (please print)  
Date

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

All funds listed in Canadian dollars.  
GST # 104060264
GES has been appointed by Show Management to provide Material Handling services for this event. Exhibitors are required to use GES to perform this service which includes:

- Receipt, documentation and inspection of your shipment(s) upon arrival
- Unloading of shipment(s) at the show site dock & delivery to your booth
- Removal of containers labeled "empty" from booth to the storage area
- Storage of empty containers during the event
- Return of empty containers to booth after show close
- Movement of outbound shipment(s) from your booth to the loading dock
- Reload of shipment(s) from dock onto your carrier

Exhibitors shipping to the GES Advance Warehouse also receive these additional service benefits:

- Storage for up to 30 days in the Advance Warehouse
- Delivery of shipment(s) from the warehouse to show site
- First-priority unloading status during move-in
- *Loose and/or uncrated materials will not be accepted at the Advance Warehouse*

As the official Material Handling contractor, GES is required to perform this service. Service is charged per hundred weight (CWT) with a minimum charge at the expense of the exhibitor. All shipments must be accompanied by a Certified Weight Ticket. If no Certified Weight Ticket is available, GES will weigh your shipment(s) on-site and special handling charges will apply. Special Handling rates will also apply to all loose, stacked and/or uncrated shipments, or if order was not placed with our office. To avoid additional charges, please complete and return the “Material Handling Order Form” included in this manual.

For your convenience, shipping addresses & labels will be provided for the correct destination upon request.

Let GES do the heavy lifting.
Name Exhibiting All Tracking #'s: Carrier: Shipments Estimated Goods SHIPMENT(S) DIRECT Small PLEASE TOTAL Warehouse All AND SPWLA $150.00 $425.00 $150.00 $108.00 Please addressed, – TOTAL for 45 24, 22 – – – loose insurance GES are scheduled TO be responsible for their exhibit properties. ON-SITE PRICING (+20%) is applicable to all orders received on the first day of move-in through to the completion of the event. TOTAL AND SIGN I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions. 

Authorized Signature 

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.
GES is proud to offer our clients a one-source solution for Customs & Transportation services.

**Reliable & Efficient Service**
- Experience and reliable staff
- Personnel are accessible at all times

**Value Added Service**
- Save time and money by making fewer calls

**Personalized Service**
- Telephone and email communication
- Forms and instructions for completion in all Exhibitor Service Manuals
- One-on-one consultation to assist exhibitors with their specific needs

**On-Site Representation**
- GES Customs Services* representatives will be on-site from the beginning of move-in, throughout the event and until the last shipment leaves the trade show floor.

**Simplified Ordering**
- Online: www.ges.com/ca
- Email: banff@ges.com
- Phone: 403-762-2828
From your door - to the floor - and back

Any Location. Any Mode. Any Service Level.

Allow the GES Logistics team to skillfully and efficiently manage the shipping and logistics process for you. As an industry leader, GES is committed to providing high level service while maintaining competitive rates and to providing an expert team you can rely on.

Consider these advantages:

- All-inclusive service: pick-up, warehousing, delivery, storage & outbound service.
- Advance Warehousing guarantees your shipment will arrive on-site, on time.
- Priority delivery ensures that your freight is delivered first.
- Various service options: round-trip, advance warehousing only, outbound shipping only.
- Various transport options: time-critical, expedited, international air and more.
- Eliminate additional fees charged by some carriers for trade show deliveries.
- Avoid long wait times at the docks. Maximize your set-up time.
- GES Logistics reps are on-site and at your service throughout the event.

From the beginning of move-in, throughout the event and until your last shipment leaves the show floor.

GES is the one-source solution for all of your Logistics needs.

Contact GES Customs & Logistics today at banff@ges.com or call 403.762.2828.
LOGISTICS & CUSTOMS CLEARANCE ORDER FORM

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

GES BANFF Address: 405 Spray Avenue, Banff, Alberta T1L 1J4 Tel: 403.762.2828 Fax: 403.762.2777 banff@ges.com www.ges.com/ca Instagram/Twitter: GES_Canada

WE WISH TO USE GES SERVICE FOR:
☐ TRANSPORTATION & CUSTOMS CLEARANCE ☐ TRANSPORTATION ONLY ☐ CUSTOMS CLEARANCE ONLY

PLEASE INDICATE SERVICE REQUIRED:
☐ ONE WAY ☐ ROUND TRIP ☐ INBOUND ☐ OUTBOUND ☐ REGULAR GROUND ☐ EXPEDITED GROUND

Section 1: Customer Information

Pick-Up
COMPANY NAME: ______________________ DATE: ____________ TIME (4hr window): ____________
ADDRESS: ______________________ CITY: ____________ PROV/STATE: ____________ POSTAL/ZIP: ____________
CONTACT: ______________________ PHONE: ____________ E-MAIL: ______________________

PICK-UP AT: ☐ Loading Dock ☐ Reception Area ☐ Residential Address ☐ Tailgate Required?: ☐ Yes ☐ No

Please Note: All shipments will be delivered and stored at the GES Advance Warehouse prior to delivery at the event venue.

Delivery
BOOTH NAME: ______________________ BOOTH #: ______________________ DATE: ____________ TIME (4hr window): ____________
VENUE NAME: ______________________ EVENT NAME: ______________________
ADDRESS: ______________________ CITY: ____________ PROV/STATE: ____________ POSTAL/ZIP: ____________
ON-SITE CONTACT: ______________________ PHONE: ____________

Return address is same as Pick-Up address.

Return
COMPANY NAME: ______________________ DATE: ____________ TIME (4hr window): ____________
ADDRESS: ______________________ CITY: ____________ PROV/STATE: ____________ POSTAL/ZIP: ____________
CONTACT: ______________________ PHONE: ____________ E-MAIL: ______________________

RETURN TO: ☐ Loading Dock ☐ Reception Area ☐ Residential Address ☐ Tailgate Required?: ☐ Yes ☐ No

Section 2: Shipment Information

* Charges will be based on actual weight & dimensions*

NUMBER OF PIECES: ______________________

| CARTONS/BOXES | DIMENSIONS: L __________ x W __________ x H __________ |
| PLASTIC CASES | DIMENSIONS: L __________ x W __________ x H __________ |
| CRATES (WOODEN) | DIMENSIONS: L __________ x W __________ x H __________ |
| SKIDS/PALLETS | DIMENSIONS: L __________ x W __________ x H __________ |
| OTHER: | DIMENSIONS: L __________ x W __________ x H __________ |

TOTAL PIECES: ______________________ TOTAL WEIGHT: ______________________

Section 3: Billing & Payment Information

COMPANY NAME: ______________________ DATE: ____________
ADDRESS: ______________________ CITY: ____________ PROV/STATE: ____________
CONTACT: ______________________ PHONE: ____________ E-MAIL: ______________________

Terms & Conditions

GES assumes no responsibility for shipments left in booth by the exhibitor. All materials are subject to final count and correction at time of actual removal from booth. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES reserves no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper’s responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitor’s material after same has been delivered to the exhibitor’s booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor’s booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loose, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES’s liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES’s maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same. 7) The consignor or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

I have read and understand the Terms & Conditions of my Agreement with GES.

__________________________ ______________________
Signature Date
**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

1. **Vendor (Name and Address) / Vendeur (Nom et Adresse)**
   ABC MACHINE COMPANY
   100-5TH AVENUE
   NEW YORK, NY
   10012-1010

2. **Date of Direct Shipment to Canada**
   Date d'expédition directe vers le Canada
   MARCH 3, 2001

3. **Other References (Include Purchaser's Order No.)**
   Autres références (inclure le no de commande de l'acheteur)
   31-2293941 (COMPANY IRS#)

4. **Consignee (Name and Address) / Destinataire (Nom et Adresse)**
   ABC MACHINE COMPANY / BOOTH 210
   INTERNATIONAL MACHINERY SHOW
   C/O METRO TORONTO CONVENTION CENTRE
   SOUTH BLDG
   222 BREMNER BLVD
   TORONTO, ON
   M5V 2E6

5. **Purchaser's Name and Address (If other than Consignee)**
   Nom et Adresse de l'acheteur (s'il diffère du destinataire)
   NO SALE INVOLVED

6. **Country of Transhipment / Pays de transbordement**
   N/A

7. **Country of Origin of Goods**
   Pays d'origine des marchandises
   U.S.A.
   If shipment includes goods of different origins enter origins against items in 12
   Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12

8. **Transportation: Give Mode and Place of Direct Shipment to Canada**
   Transport: Preciser mode et lieu d'expédition directe vers le Canada
   GES LOGISTICS NEW YORK, NY

9. **Condition of Sales and Terms of Payment**
   (i.e. Sale, Consignment Shipment, Leased Goods, etc.)
   Conditions de vente et modalités de paiement (p. Ex. Vente, Expedition en consignation, location de marchandises, etc.)

10. **Currency of Settlement / Devises du paiement**
    USD

11. **No. of Pkgs. Nbre. de colis**
    12. **Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality)**
    Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques. P. Ex. Classe, qualite)

12. **Quantity (State Unit) Quantite (Preciser l'unité)**
    Relacement Value Valeur de Remplacement
    14. **Unit Price Prix Unitaire**
    15. **Total Total de la facture**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 PCS</td>
<td>WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED) CRATE-COMPUTER MONITOR</td>
<td>3</td>
<td>$1,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>1 PC</td>
<td>(CERTIFICATE OF REGISTRATION ATTACHED) CARTON-ADVERTISING LITERATURE</td>
<td>1</td>
<td>$ 500.00</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>1 PC</td>
<td>CARTON-ADVERTISING LITERATURE</td>
<td>1,000</td>
<td>$ 0.10</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>1 PC</td>
<td>CARTON-PLASTIC KEY CHAINS / BOOKS</td>
<td>50</td>
<td>$ 0.50</td>
<td>$ 25.00</td>
</tr>
</tbody>
</table>

13. **Total Number of Pieces / Nombre total de pieces**
    6

14. **Net. Weight N/A**
    **Gross Wt./ Brut 1,500 lbs**

15. **If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case**

16. **Commercial Invoice No. / No. De la facture commerciale**

17. **Total Weight / Poids total 1,500bs. **

18. **Exporter's Name and Address (If other than Vendor)**
    Nom et adresse de l'exportateur (s'il diffère du vendeur)
    ABC MACHINE COMPANY
    100-5TH AVENUE
    NEW YORK, NY
    10012-1010

19. **Departmental Ruling (If applicable)**
    Decision ministerielle (s'il y a lieu)
    N/A

20. **Originator's Name and Address**
    Expediteur d'origine (Nom et adresse)
    ABC MACHINE COMPANY
    100-5TH AVENUE
    NEW YORK, NY
    10012-1010

21. **Contact: BILL SMITH**
    Tel: 212-268-2140
    Fax: 212-268-2511

**Page B**
<table>
<thead>
<tr>
<th>1</th>
<th>Vendor (Name and Address) / Vendeur (Nom et Adresse)</th>
<th>2</th>
<th>Date of Direct Shipment to Canada / Date d’expédition directe vers le Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Other References (Include Purchaser’s Order No.) / Autres références (inclure le no de commande de l’acheteur)</td>
</tr>
<tr>
<td>4</td>
<td>Consignee (Name and Address) / Destinataire (Nom et Adresse)</td>
<td>5</td>
<td>Purchaser’s Name and Address (If other than Consignee) / Nom et Adresse de l’acheteur (s’il diffère du destinataire)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Country of Transhipment / Pays de transbordement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Country of Origin of Goods / Pays d’origine des marchandises</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If shipment includes goods of different origins enter origins against items in 12 / Si l’expédition comprend des marchandises d’origines différentes, en préciser la provenance en 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VII. 1</th>
<th>Is this a related company transaction? / Est-ce que les compagnies sont liées entre elles?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES / OUI NO / NON</td>
</tr>
</tbody>
</table>

| 8 | Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Preciser mode et lieu d’expédition directe vers le Canada |
|   |                                                                                          |

| 9 | Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) / Conditions de vente et modalités de paiement (p. Ex. Vente, Expedition en consignation, location de marchandises, etc.) |
|   |                                                                                          |

<table>
<thead>
<tr>
<th>11. No. of Pkgs. / Nbre. de colis</th>
<th>12</th>
<th>Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics (i.e. Grade Quality) / Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques. P. Ex. Classe, qualite)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13</td>
<td>Quantity (State Unit) / Quantite (Preciser l’unité)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Relacement Value / Valeur de Remplacement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

| XI.1 | Total Number of Pieces / Nombre total de pieces |
|      |                                                                 |

| 18 | If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case |
|    |                                                                 |
|    | Commercial Invoice No. / No. De la facture commerciale |

| 19 | Exporter’s Name and Address (If other than Vendor) / Nom et adresse de l’exportateur (s’il diffère du vendeur) |
|    |                                                                 |
| 20 | Originator (Name and Address) / Expéditeur d’origine (Nom et adresse) |
|    |                                                                 |

| 21 | Departmental Ruling (If applicable) / Decision ministerielle (s’il y a lieu) |
|    |                                                                 |

|    | Contact: Tel: / Fax: |
|    |                                                                 |
1. GES Canada Limited herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor’s representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor’s materials after the same have been delivered to Exhibitor’s booth, nor are GES and its subcontractors responsible for Exhibitor’s materials before they are picked up from the Exhibitor’s booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor’s property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor’s equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $0.30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to Exhibitor’s or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor’s materials which may make it impossible or impractical to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor’s agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor’s agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor’s shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.
Safety is very important for everyone working in the exhibit hall, especially you!
GES 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 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 Exhibitor Safety 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 Safety Guidelines:**
- 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 personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES 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 representative of any safety issues or concerns.