

Welcome Exhibitors!

67th Annual Meeting CSO-HNS

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the 67th Annual Meeting of the CSO-HNS. We trust you'll find the exhibit opportunity to be an effective market place for your products and services.

Listed below is some general information to help with your preparations for this event.

Following is the exhibitor service manual.

Venue: Fairmont Banff Springs

Each **8'x10'** draped display booth includes

8' high backwall drape

3' high sidewall drape

1 - 6' skirted table (**4' option, see Page 9**)

2 - padded chairs

Shipping: Please note the Fairmont Banff Springs does not handle exhibitor goods, Boxes and displays are to be shipped to GES, not the hotel. If you are shipping a few boxes we can hold in our office, please contact our office for the small shipment service form, and correct address. These items are not sent to the warehouse.

GES offers Transportation as well as materials handling services and a 10% discount will apply to warehouse materials handling if it and round trip logistics are ordered together. To hire GES as your shipper as well as materials handler, please see pages 4 and 5. For shipments not requiring GES as your shipper, please refer to the materials handling form, page 5. Pre show storage is in Calgary, but the pick up will be from show site in Banff - goods are not returned to Calgary for pick up. Tear out is Monday 5 pm, if hiring GES logistics, goods will be picked up that evening. If using another carrier, pick up at the Fairmont Banff Springs would need to be arranged by your company by 8 pm Monday night. Please refer to the package for address label and details, if you have other questions, please contact our office.

If you are shipping internationally and would like **Customs Brokerage Services**, please contact our office.

Carpet: The AB/NB exhibit area is carpeted, the Riverview is a finished stone floor. If you would like carpeting for your booth, please see page 9.

Power: GES Canada is proud to be the exclusive supplier of temporary **power** and lighting for exhibits at the Fairmont Banff Springs Conference Centre. If you require any electrical services for your booth, please see page 11.

Exhibit Hours:

Move In / Installation - Saturday June 1 2013, 1 pm - 6 pm

Exhibits Open - Sunday June 2, 9am - 5 pm

the exhibit hall will be open Sunday morning to finish setting by 8:30 if required

Monday June 3, 9 am - 5 pm

Move out / Dismantle - Monday June 3, at 5 pm

Following is the exhibitor service manual with information and order forms for a variety of services. Please note there is a discount offered on items ordered 2 weeks in advance. Please review each of the forms, complete the forms for services you require and return them to our office promptly. The payment and credit card charge authorization form is provided to summarize and pay for your total order.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our team at **(403) 762-2828**, or you can reach us by email at **BANFF@GES.COM**.

We are looking forward to a successful meeting and appreciate your support.

Thank you for your participation and please let us know if we can assist you in any way.

Payment & Credit Card Charge Authorization

DISCOUNT DATE:
May 17, 2013

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

| | | | |
|--------------|------|---------------------------|-------------|
| COMPANY NAME | | EMAIL ADDRESS | |
| STREET | CITY | PROVINCE | POSTAL CODE |
| PHONE | EXT | FAX | |
| CONTACT NAME | | DIRECT PHONE OR EXTENSION | |

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

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 Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its 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 non-participation may be subject to cancellation fees of 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 403.762.2828 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, or cheque, however, we require your credit card charge authorization to be on file with GES CANADA.

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.

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.

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE
EXPIRATION DATE

- ☐ MasterCard
☐ VISA
☐ American Express

Account #

CARDHOLDER'S NAME PLEASE PRINT

PLEASE SIGN

CARDHOLDER'S SIGNATURE DATE

Calculation of Orders

| | |
|--|------------------------|
| Transportation (pg 3) | \$ |
| Material Handling (pg 4-6) | \$ |
| Furniture & Accessories (pg 7) | \$ |
| Specialty Items (pg 8) | \$ |
| Carpets and Cleaning (pg 9) | \$ |
| Graphics & Signage (pg 10) | \$ |
| Electrical & Lighting (pg 11) | \$ |
| Installation & Dismantle (pg 12) | \$ |
| GEM Counters & Showcases (pg 13) | \$ |
| GEM Hardwall Booth Show special (pg 14) | \$ |
| | \$ |
| | \$ |
| | \$ |
| Subtotal | \$ |
| 5% GST | \$ |
| FULL PAYMENT DUE: | \$ |
| Charge my credit card in the amount above <input type="checkbox"/> | GST #R104060264 |
| Enclosed is a cheque in the amount above <input type="checkbox"/> | |

Transportation Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

| SHIPPER INFORMATION | | IF SHIPPING FROM ANOTHER SHOW PLEASE FILL IN THIS SECTION: | |
|------------------------------------|-------------------------|---|--|
| COMPANY/EXHIBITOR: | | SHIPPING FROM A SHOW: <input type="checkbox"/> YES <input type="checkbox"/> NO | BOOTH # |
| FACILITY/BUSINESS PICKING UP FROM: | ADDRESS: | SHOW NAME: | |
| CITY: | PR/ST POSTAL / ZIP CODE | MOVE-OUT DATE: | MOVE-OUT TIMES: |
| COUNTRY: | CONTACT: | SHOW CONTRACTOR: | MARSHALLING YARD: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| PHONE: | FAX: | I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO | |

| | | |
|---|--|-----------------------|
| TAILGATE PICK UP REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO | LOADING DOCK? <input type="checkbox"/> YES <input type="checkbox"/> NO | PICK UP HOURS: |
|---|--|-----------------------|

| DESTINATION INFORMATION (Return after show) | | IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION: | |
|---|-------------------------|---|--|
| COMPANY/EXHIBITOR: | | SHIPPING TO A SHOW: <input type="checkbox"/> YES <input type="checkbox"/> NO | BOOTH # |
| FACILITY/BUSINESS DELIVERING TO: | ADDRESS: | SHOW NAME: | |
| CITY: | PR/ST POSTAL / ZIP CODE | MOVE-IN DATE: | MOVE-IN TIMES: |
| COUNTRY: | CONTACT: | SHOW CONTRACTOR: | MARSHALLING YARD: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| PHONE: | FAX: | I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO | |

| | | |
|--|--|------------------------|
| TAILGATE DELIVERY REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO | LOADING DOCK? <input type="checkbox"/> YES <input type="checkbox"/> NO | DROP OFF HOURS: |
|--|--|------------------------|

| CUSTOMS INFORMATION | | | |
|---------------------|-------------------------|-----------------------|--|
| CUSTOMS BROKER: | CUSTOMS BROKER CONTACT: | CUSTOMS BROKER PHONE: | CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO |

| PLEASE INDICATE SERVICE REQUIRED | | | |
|----------------------------------|-------------------------------------|---|---|
| <input type="checkbox"/> ONE WAY | <input type="checkbox"/> ROUND TRIP | <input type="checkbox"/> REGULAR GROUND | <input type="checkbox"/> EXPEDITED GROUND |

| ITEMS TO BE SHIPPED | | SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS | |
|------------------------------|-----------------------------------|---|--|
| TOTAL # OF PIECES | DIMENSIONS IN INCHES | ESTIMATED WEIGHT | |
| CARTONS (CARDBOARD) | H _____ " x W _____ " x L _____ " | | |
| CASES/TRUNKS (FIBRE) COLOUR: | H _____ " x W _____ " x L _____ " | | |
| CRATES (WOODEN) | H _____ " x W _____ " x L _____ " | | |
| SKIDS/PALLETS | H _____ " x W _____ " x L _____ " | | |
| CARPET - COLOUR: | H _____ " x W _____ " x L _____ " | | |
| OTHER - LIST: | H _____ " x W _____ " x L _____ " | | |
| TOTAL # OF PIECES | TOTAL WEIGHT | | |

| CREDIT CARD CHARGE AUTHORIZATION | | MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> | |
|----------------------------------|--------------|---|-----------------|
| CARDHOLDER'S NAME | PLEASE PRINT | Account # | |
| CARDHOLDER'S BILLING ADDRESS | CITY | | |
| PROVINCE / STATE | POSTAL CODE | | EXPIRATION DATE |
| | | CARDHOLDER'S SIGNATURE | DATE |

| TERMS AND CONDITIONS | |
|--|--|
| <p>GES CANADA assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES CANADA 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 CANADA assumes 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.</p> <p>1) GES CANADA shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage. 2) GES CANADA shall not be responsible for loss, theft, or disappearance of exhibitors material after the same has been delivered to exhibitor's booth. 3) GES CANADA 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 CANADA shall not be responsible for any loss, 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 CANADA shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES CANADA's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50 per item, or \$1000.00 per shipment, whichever is less. 6) GES CANADA 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 exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES CANADA 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 shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by federal, state and local laws.</p> | |

| All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit. | | | |
|--|--------------------|--------------|---------------|
| AUTHORIZED SIGNATURE | AUTHORIZED CONTACT | COMPANY NAME | EMAIL ADDRESS |

| X | 3 |
|---|----------|
| MATERIALS HANDLING SERVICE IS STILL REQUIRED IF TRANSPORTATION IS ORDERED BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS | |

Material Handling Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Make arrangements by
May 17, 2013

MATERIALS HANDLING SERVICE

The Fairmont Banff Springs does not handle exhibitor goods

Ship Prepaid Only — Collect shipments will be refused.

All charges are based on in-bound weights (min. charge applies), or outbound if larger, and are per shipment received, consolidate your goods to one shipment.

Call our office if you have more than one shipment

Rates Include:

- **Storage** at the Calgary Warehouse for up to 30 days
- Unloading materials and delivery to your booth
- Removing empty shipping containers from your booth, storing empties, and returning at close of show.
- Reloading materials onto outbound transportation
- If more than one shipment, call our office .•

Exhibitors should label and consign shipments as follows:

TO: Your Company Name
75 Dufferin Place SE
Calgary, Alberta T2C 4M3
Attn: GES Banff
CSO-HNS

Booth # _____

**small item service is available
if required please
contact our office for details
and office ship to address**

\$335.00 MINIMUM CHARGE (UP TO 400LBS)

Late shipments, call our office with details/instructions, do not ship to the hotel

ALL WAREHOUSE SHIPMENTS RECEIVED AFTER May 29 ARE SUBJECT TO A LATE HANDLING CHARGE. Van lines, loose, uncrated or improperly packaged materials may be assessed a special handling fee. GES CANADA is not responsible for concealed damage or damage due to improper packaging. A surcharge is assessed for special trips, handling of shipments arriving late at the warehouse and for shipments arriving at Show-Site after scheduled set-up times, or arriving without service being ordered. 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. Please see the following page for full details of terms and conditions of this service. Shipments over 300lbs will be charged \$80 per 100lbs or part of above 400lbs. Pieces that will not fit on a semi, cannot be moved with a pallet jack, or will not fit into the freight elevator, would incur additional attention and charges. Please contact our office if extra services are required for a quote.

Return: Post show pick up will be from showsite. Freight is not returned to Calgary for pick up, and must be picked up by 8 pm Monday, or will be sent forced. If hiring the GES Transportation service this will be scheduled for you by GES. Your company rep on site will need to prepare shipment for return, including filling out a waybill with account number, packaging and securing each piece, removing old labels and labeling each piece for return. Not doing so will incur extra charges. If shipping small shipment via courier (under 200 lbs & unskidded small pieces only) outgoing storage fees will apply (\$80.00/100lbs ordered in advance, \$120.00/100 lbs arranged on site), and will be charged daily if not picked up by the following business day.

If shipping internationally:

- ☐ I understand my company must provide a Commercial Invoice (and any other required forms) with all shipments into and out of Canada, and that I must check that my courier is clearing my goods free domicile and the shipper is responsible for all customs duty and shipping charges for shipments into Canada. Hiring a customs broker is recommended.
- ☐ Your company must be the importer on record for your shipment.
- ☐ GES CANADA can not be on ANY customs paperwork, your company is the shipper AND the consignee.

SHIPMENT DETAILS AND MATERIAL HANDLING CHARGES

| | | | | |
|---|----------|--|-------------------|------------------|
| Carrier : | Waybill# | # pcs | estimated weight: | estimated price: |
| We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly. I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT. SEE NEXT PAGE FOR FULL DETAILS | | Outgoing Small Shipment Storage for courier pick up if required | | \$ |
| | | TOTAL ESTIMATED CHARGES: | | \$ |
| | | Carry this total to the payment and credit card authorization form | | |

Material Handling Information

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by the beginning of exhibitor move-in (schedule permitting).
- The hotel does not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship goods

- Remove all old shipping and empty storage labels.
- Ensure goods are well labeled as yours for this event
- Complete the appropriate Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- If shipping internationally, we recommend using a customs broker that specializes in clearing goods on a temporary basis - the broker assigned to your show is best.
- Your company/representative on site is responsible for all customs documents in AND OUT of Canada pre and post show (a hired broker would prepare these for you), proper labeling and filling out the waybill properly.
- If goods are sent incorrectly straight to site, and cannot be stored, they will be redirected to Calgary for storage and delivery at the proper time at the exhibitor's expense. If materials handling was not ordered, the goods may not be released to your booth until the service is ordered and paid for in full.
- Goods left to be shipped out that are not prepared (not taped, not labeled) by the exhibitor will incur full labour rates for this service.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

Crated - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

Overtime Surcharges - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

Late Surcharges - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES CANADA has published GES CANADA Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES CANADA Limits of Liability

Liability - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.

Measure of Damage - If GES CANADA was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

- a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
- b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.

GES CANADA does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.

GES BNF

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO:

EXHIBITING COMPANY

CSO-HNS

NAME OF EXHIBITION

BOOTH NUMBER

75 Dufferin PL S.E.
Calgary, Alberta T2C 4M3
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE
May 29, 2013



Number _____ of _____ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

GES BNF

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO:

EXHIBITING COMPANY

CSO-HNS

NAME OF EXHIBITION

BOOTH NUMBER

75 Dufferin PL S.E.
Calgary, Alberta T2C 4M3
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE
May 29, 2013



Number _____ of _____ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

GES BNF

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO:

EXHIBITING COMPANY

CSO-HNS

NAME OF EXHIBITION

BOOTH NUMBER

75 Dufferin PL S.E.
Calgary, Alberta T2C 4M3
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE
May 29, 2013



Number _____ of _____ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

GES BNF

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO:

EXHIBITING COMPANY

CSO-HNS

NAME OF EXHIBITION

BOOTH NUMBER

75 Dufferin PL S.E.
Calgary, Alberta T2C 4M3
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE
May 29, 2013



Number _____ of _____ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Make copies as needed.

Furniture & Accessories Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

 Discount if ordered by
 May 17, 2013

Please be advised that each exhibit booth will be supplied with one (1) regular height 4' or 6' skirted table. If you require a specific size table (6', or 4'), please complete this form and forward it to our office to reserve (no charge). The tables skirt will match the show colour(s) unless skirting colour change is ordered below.

Any on-site changes to the supplied tables will be charged at \$25.00 per change.

Supply my booth with 1 ☐ 4' skirted table ☐ 6' skirted table

Additional tables can be ordered below

PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|--|--------|---|-------------|------------|-------------|
| Skirted Tables 2' deep x 29" high | | | | | |
| | | <i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:</i> | | | |
| | DT4_ | Skirted 4' Table, Skirted 4 Sides | \$ 94.00 | \$ 122.00 | \$ |
| | DT6_ | Skirted 6' Table | \$ 94.00 | \$ 122.00 | \$ |
| | DT8_ | Skirted 8' Table | \$ 117.00 | \$ 152.00 | \$ |
| | DMS | Skirting colour change | \$ 29.00 | \$ 37.00 | \$ |
| | DMS | 4th Side Skirted, Optional | \$ 30.00 | \$ 39.00 | \$ |

Skirted Raised Tables 2' deep x 36" high

| | | | | | |
|--|------|--|-----------|-----------|----|
| | | <i>Skirting for Raised Tables - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour below:</i> | | | |
| | RD4_ | Skirted 4' Counter, Skirted 4 Sides | \$ 119.00 | \$ 155.00 | \$ |
| | RD6_ | Skirted 6' Counter | \$ 119.00 | \$ 155.00 | \$ |
| | DMS | 4th Side Skirted, Optional | \$ 41.00 | \$ 53.00 | \$ |

Pedestal Tables 30" Diameter (finished top, unskirted)

| | | | | | |
|--|-------|------------------------------|----------|-----------|----|
| | FCOFT | Round Coffee Table, 18" Tall | \$ 87.00 | \$ 113.00 | \$ |
| | FPEDT | StarbaseTable, 30" Tall | \$ 87.00 | \$ 113.00 | \$ |
| | FPEDT | Cocktail Table, 42" Tall | \$ 98.00 | \$ 127.00 | \$ |

Chairs

| | | | | | |
|--|-------|----------------------------|----------|----------|----|
| | FGFAC | Arm Chair, Padded Grey | \$ 43.00 | \$ 56.00 | \$ |
| | FGFCS | Counter Stool, Padded Grey | \$ 73.00 | \$ 95.00 | \$ |
| | FGFSC | Side Chair, Padded Grey | \$ 43.00 | \$ 56.00 | \$ |

Table/Raised Table Skirts/Drape Colours:

Show colour will be provided if no colour is indicated below:

Included table is in show colour(s) unless skirting colour change is ordered.

Black, Blue, Burgundy, Charcoal, Forest Green, White.

TOTAL OF ALL ITEMS ORDERED: \$

Carry total to the payment and credit card authorization form

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

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

Specialty Items/Plants Order Form

 Discount if ordered by
May 17, 2013

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|----------|--------|---|-------------|---------------------------------|-------------|
| | FMISC | 10' POP UP BOOTH UNIT (velcro compatible) | \$ 580.00 | \$750.00 CALL FOR AVAILABILITY | \$ |
| | FMISC | 8' POP UP BOOTH (velcro compatible) | \$ 445.00 | \$ 600.00 CALL FOR AVAILABILITY | \$ |

FS® FOLDING STACKABLE SYSTEMS (velcro compatible)

| | | | | | |
|--|-------|--|-----------|---------------------------------|----|
| | FMISC | FS TABLE TOP MODEL (6'10" across 35"h) | \$ 168.00 | \$ 240.00 CALL FOR AVAILABILITY | \$ |
| | FMISC | FS TABLE TOP WITH HEADER (47" h) | \$ 226.00 | \$ 320.00 CALL FOR AVAILABILITY | \$ |
| | FMISC | FS FULL HEIGHT MODEL (6'10" x 6'10") | \$ 336.00 | \$ 510.00 CALL FOR AVAILABILITY | \$ |

Display Items

| | | | | | |
|--|------|---|-----------|-----------|----|
| | FCSH | Signholder | \$ 56.00 | \$ 75.00 | \$ |
| | FESL | Easel | \$ 44.00 | \$ 59.00 | \$ |
| | FCT | Coat Tree | \$ 55.00 | \$ 73.00 | \$ |
| | FGR | Garment Rack on Wheels | \$ 58.00 | \$ 76.00 | \$ |
| | FCS | Stanchion & Rope | \$ 39.00 | \$ 51.50 | \$ |
| | FSBD | Ballot Drum, Table Size | \$ 69.00 | \$ 93.00 | \$ |
| | FSBD | Plexi lock box w/slot | \$ 97.00 | \$ 117.50 | \$ |
| | FLR | Literature stand (Accordion style floor standing 6 shelves) | \$ 113.50 | \$ 154.50 | \$ |
| | FBH | Bag Stand | \$ 70.00 | \$ 95.00 | \$ |
| | FWB | Wastebasket | \$ 20.00 | \$ 27.50 | \$ |

Green Floor Plants

| | | | | | |
|--|-------|----------------------------------|-----------|-----------|----|
| | PFP25 | 2' to 5' Tall (silk plant) | \$ 71.00 | \$ 95.00 | \$ |
| | PFP56 | 5' to 6' Tall (silk tree) | \$ 104.00 | \$ 139.00 | \$ |
| | PBF | Boston Ferns | \$ 98.00 | \$ 134.00 | \$ |
| | PMUM | Mums or Seasonal flowering plant | \$ 52.00 | \$ 69.00 | \$ |

ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry total to the payment and credit card authorization form

 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 100% of original price after move-in begins.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

Cleaning & Carpet Order Form

Discount if ordered by
May 17, 2013

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

CLEANING PRICE LIST

Initial Cleaning Service

Service performed prior to show opening. Carpets are vacuumed counters dusted and waste baskets are emptied.

If exhibitor sets up late, service may not be provided.

BCICB

Per Single Booth

\$ 50.00

\$ 65.00

\$

Initial & Daily Cleaning Service

Carpets are vacuumed counters dusted and waste baskets are emptied. Pre show & Daily

BCDC100

Per Single Booth

\$ 98.00

\$ 127.00

\$

CARPET PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|----------|--------|-------------|-------------|------------|-------------|
|----------|--------|-------------|-------------|------------|-------------|

Standard Carpet

C0810_

Per single booth 16 oz. Standard Booth Carpet

\$ 170.00

\$ 221.50

\$

C0820_

Per double booth 16 oz Standard Booth Carpet

\$ 335.00

\$ 435.00

\$

Padding

Underpadding is not recommended for AB / NB booths

CMISC

_____ ' X _____ ' = _____ Sq.Ft.

\$ 0.90

\$ 1.30

\$

If carpet is cut to custom size add 50%

Plastic Covering For Protection

CAPC

_____ ' X _____ ' = _____ Sq.Ft.

\$ 0.90

\$ 1.30

\$

Prices includes delivery, installation, rental, and removal.

Please Indicate Choice

Carpet Colour:

Black

Red

Blue

Grey

The Riverview is a finished stone floor, the Alberta New Brunswick are carpeted in predominantly green pattern carpet

DAMAGE CLAUSE: Please be advised that any damages to the carpet, which may include metal filling, fluid spills (including hydraulic fluid, varsol, engine leaks, etc.), engine cleaner, tire cleaner, mud etc. will be charged directly to the client, if required.

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

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

Cancellation Policy: Carpet cancelled will be charged 100% of original price after installation.

Graphics & Signage Order Form

 Discount if ordered by
May 17, 2013

 PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

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

| | | |
|--------------------|-----------------------|-------------------|
| Graphic Design | Graphics Presentation | Lamination |
| Desktop Publishing | Large Format Printing | Logo Reproduction |
| Backlit Graphics | Custom Signage | Vinyl Graphics |

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

All prices include delivery to the show

PRICES

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|--------------|--------|-------------|-------------|------------|-------------|
| Signs | | | | | |
| | S2228 | 22" x 28" | \$ 68.00 | \$ 88.00 | \$ |

Other sizes available, please contact our office with details.
 Standard signs include up to 10 words and a selection of colours.
 All standard signs are digitally produced on coroplast or sintra.

Vinyl Banners

| | | | | |
|--|----------|-----------|-----|----|
| | 3' x 8' | \$ 367.00 | tba | \$ |
| | 3' x 10' | \$ 461.50 | tba | \$ |
| | 4' x 8' | \$ 489.50 | tba | \$ |
| | 4' x 10' | \$ 618.00 | tba | \$ |

Banners include grommets for hanging. Other sizes available, prices on request. 3' minimum height.

Background Colour

- ☐ Black
- ☐ Blue
- ☐ Green
- ☐ Red
- ☐ White
- ☐ Yellow

Copy Colour

- ☐ Black
- ☐ Blue
- ☐ Green
- ☐ Red
- ☐ White
- ☐ Yellow

Indicate Physical Alignment

| | |
|-------------|------------|
| ABC | Horizontal |
| A B C | Vertical |

COMPLETE COPY

Logos? Please see the sign standards sheet for compatible formats.

TOTAL OF ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

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

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

Electrical & Lighting Order Form

Discount if ordered by
May 17, 2013

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | On Site Order \$ | Total Price |
|--|---------|---|-------------|------------|------------------|-------------|
| Electrical - 110 Volt | | | | | | |
| | EL1500W | 1500 Watt Duplex Outlet | \$ 109.00 | \$ 119.00 | \$ 165.00 | \$ |
| | EL2000W | 2000 Watt Duplex Outlet | \$ 122.00 | \$ 138.00 | \$ 170.00 | \$ |
| Electrical - Miscellaneous Requirements | | | | | | |
| | ELPB | Power Bars | \$ 22.50 | \$ 28.00 | \$ 28.00 | \$ |
| | ELEC | Extension Cords | \$ 22.50 | \$ 28.00 | \$ 28.00 | \$ |
| Lighting (Does Not Include Power) | | | | | | |
| | ELD150F | 8' Flood Light Stand, 2 - 75 Watt Flood Bulbs | \$ 71.00 | \$ 79.00 | \$ 95.00 | \$ |
| | ELMISC | 1 Bulb Arm Light (clamp on silver) | \$ 48.00 | \$ 53.00 | \$ 65.00 | \$ |
| | ELQL | 500 Watt Quartz Light | \$ 100.00 | \$ 137.00 | N/A | \$ |
| | ELMISC | Special Hookups & Specialty Lighting Available upon request | | | | \$ |

For Specialty or 3 phase Power please contact our office with details for further information and to receive a quote.

Please Note the Following:

- ☐ 24 Hour power - add 50% to the above prices
- ☐ Electrician Charge Extra, if required
- ☐ Additional labour charges may apply for special connections or special wiring

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

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 50% of original price after move-in and 100% of original price after installation.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

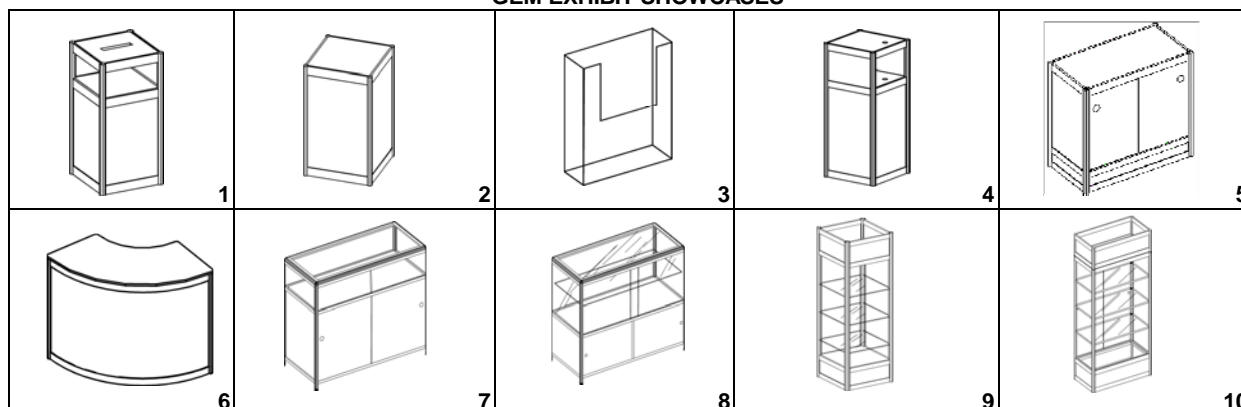
11

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

GEM Counters & Showcases Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

 Discount if ordered by
 May 17, 2013

GEM EXHIBIT SHOWCASES

PRICE LIST

| Quantity | Item # | Description | Discount \$ | Regular \$ | Total Price |
|----------|---------|--|-------------|------------|-------------|
| | 1 GBB | Ballot Bin - 20"L X 20"W X 36"H | \$ 138.00 | \$ 192.50 | \$ |
| | 2 GPS | Pedestal White - 20"L X 20"W X 36"H | \$ 104.00 | \$ 145.00 | \$ |
| | 3 GPLP | 8.5" x 11" Clear Plexi Literature Pocket | \$ 33.00 | \$ 44.50 | \$ |
| | 4 GPS | A/V Pedestal (Black) 26"L X 26"W x 55"H | \$ 221.50 | \$ 310.00 | \$ |
| | 5 GCSU | Storage Counter (White with lock, \$30.00 key not returned) 40"L X 20"W X 40" H | \$ 227.50 | \$ 320.00 | \$ |
| | 6 GCC | Curve Counter (White) 60"L X 20"W X 36"H | \$ 240.00 | \$ 337.00 | \$ |
| | 7 G99A | 99A Showcase (White/Glass) 40"L X 20"W X 36"H | \$ 247.00 | \$ 346.00 | \$ |
| | 8 G99B | 99B Showcase (White/Glass) 40"L X 20"W X 36"H | \$ 263.50 | \$ 371.00 | \$ |
| | 9 G99C | 99C Showcase (White) 20"L X 20"W X 96"H | \$ 290.50 | \$ 408.00 | \$ |
| | 10 G99D | 99D Showcase (White) 40"L X 20"W X 96"H | \$ 405.00 | \$ 566.50 | \$ |
| | | Plexi panels to enclose 99C or 99D | call | call | \$ |

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

Items 9 & 10 are not enclosed systems, glass shelves only

 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

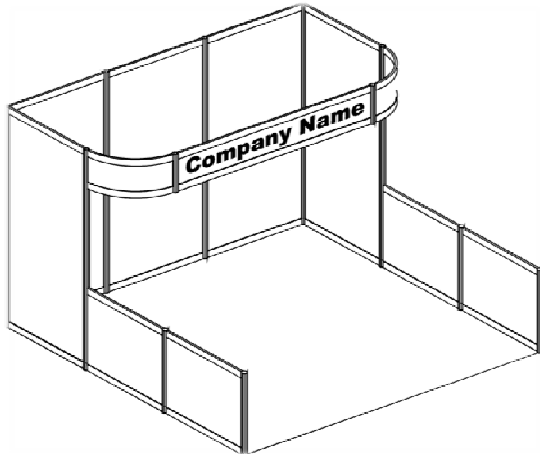
AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

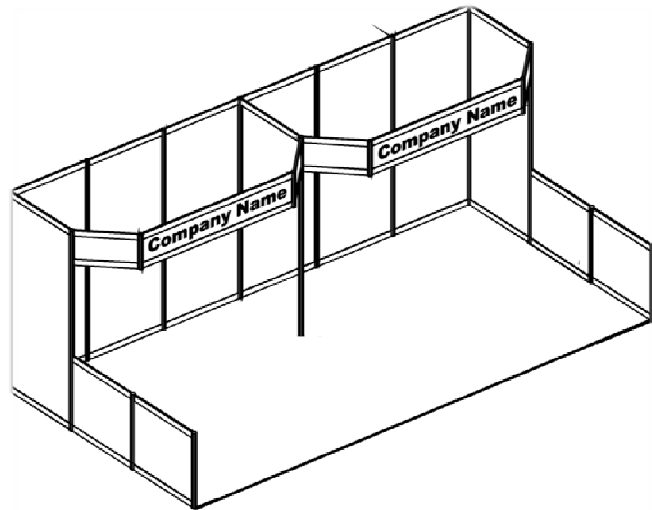
GEM Show Special Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

 Discount if ordered by
 May 17, 2013

GEM Show Special

Includes:

- Header Sign
- White Infill Panels
- Carpet - Choice of Colour
- Installation & Dismantling


Includes:

- Header Sign
- White Infill Panels
- Carpet - Choice of Colour
- Installation & Dismantling

10' Show Special

| # | Description | Discount \$ | Regular \$ |
|---|---------------------------------|-------------------|-------------|
| 1 | 10' Show Special Rental Exhibit | \$1,025.00 | \$ 1,440.00 |

20' Show Special

| # | Description | Discount \$ | Regular \$ |
|---|---------------------------------|-------------------|-------------|
| 1 | 10' Show Special Rental Exhibit | \$1,800.00 | \$ 2,525.00 |

Please Indicate Choice
Header Sign

 COMPLETE
COPY

Carpet Colour

- ☐ Black ☐ Red
☐ Blue ☐ Grey

Please Indicate Choice
Header Sign

 COMPLETE
COPY

Left:

Right:

Carpet Colour

- ☐ Black ☐ Red
☐ Blue ☐ Grey

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

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

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

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

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

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 assigned labour.

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

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

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

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 one 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 packaged 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 with 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 declaration 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.