



Introductory Letter

Événement bâtiment Contech

November 25 novembre

Palais des congrès

Dear Exhibitor,

We are pleased that **GES CANADA / P.E. Poitras** has been selected as your Official Service Contractor for the:

Événement bâtiment Contech

We strive to offer you the best possible service to facilitate a successful show experience.

Please review this manual carefully. It contains information and order forms for each of the many services offered by **GES CANADA / P.E. Poitras**. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

Online ordering:

To access our online order forms, go to www.gesexpo.ca. Enter the city and click on **GES CANADA online ordering**. Input the login and password below.

Login: CONTEM

Password: 2010

By placing your orders in advance, you can save up to 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES CANADA / P.E. Poitras requires payment in full at the time services are order. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 418-877-2727 and ask to speak to a Customer Service Representative (CSR).

In addition, our **GES CANADA / P.E. Poitras** Services centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

Customer Service



Payment & Credit Card Charge Authorization

RETURN TO: GES CANADA / P.E. Poitras • 950 Avenue St-Jean-Baptiste, bureau 100 • Québec, Québec • G2E 5E9
Tél./Phone:418-877-2727 • Fax:418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

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DEADLINE DATE:

November 11th

COMPANY NAME	NAME	BOOTH #	
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	FAX	E-MAIL	
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #		

Payment Policy

Payment for Services - GES CANADA / P.E. Poitras requires payment in full at the time services are ordered. Further, GES CANADA/ P.E. Poitras 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 / P.E. Poitras 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 or wire transfers (to cover the bank fees).

Third Part Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES CANADA / P.E. Poitras 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 and/or QST 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 - It is the responsibility of the exhibitor to advise GES CANADA/ P.E. Poitras on-site representative(s) of any problem(s) with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-order may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES CANADA / P.E. Poitras set up costs or expenses. Please refer to the individual forms for cancellation fees. 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 / P.E. Poitras at 418-877-2727 or visit the GES CANADA / P.E. Poitras Servicecentre at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES CANADA / P.E. Poitras.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

Bank wire transfer information:

GES CANADA/P.E. Poitras
Canadian Imperial Bank of Commerce, 1155 Blvd. René-Lévesque West
Montreal, Quebec, Canada, H3C 3E2
Canadian Dollars: Account # 8224919 Branch# 010 Transit # 00001
Swift Code: CIBCCATT
American Dollars: Account # 8224919 Branch# 010 Transit # 00001
Intermediary Bank: Bank of America: ABA 026009593
Euros: Account # 8224919 Branch# 010 Transit # 00001 Swift Code: CIBCCATT

To properly credit your account, include the following information with your transfer and send this information to the GES CANADA address listed on the order forms: exhibiting company name, show name and the booth # date and amount of the transfer bank and country where transfer originated.

I agree in placing this order that I have accepted GES CANADA payment policy and GES CANADA Terms & Conditions of Contract

PLEASE
SIGN

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE
EXPIRATION
DATE

EXPIRATION DATE

MasterCard

VISA

American Express

Account #

CARDHOLDER'S NAME

PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS

CITY

PROVINCE / STATE

POSTAL CODE

PLEASE

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

Materials Handling (Pages C9-5B & C9-6R or C9-6ME)	\$
Furnishings (page C9-16)	\$
Carpet (page C9-17)	\$
Accessories (page C9-18)	\$
Modular Panel & Accessories (page C9-19)	\$
Show Special (page C9-21A or C9-21B)	\$
Exhibit System Rentals (page C9-25)	\$
Cleaning (page C9-26)	\$
Plants & Flowers (page C9-22)	\$
Labour (page C9-28)	\$
Graphics & Signage (page C9-32)	\$
Wire Transfer Fee - Add \$25.00	\$

FULL PAYMENT DUE:

\$

To simplify payment, send a cheque payable to GES CANADA / P.E. Poitras for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a cheque in the amount of: \$



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RETURN TO: Tél.: 418-877-2727 • Fax: 418-877-2828 • Web: www.pepoitras.com • Email: infoquebec@ges.com

Événement bâtiment Contech

November 25 novembre

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DATE BUTOIR: 11 novembre

DEADLINE DATE: November 11th

Forfait spécial / GEM Show Special



Inclut / Includes:

- Affiche d'identification (texte noir) / Header Sign (black text)
• Tapis gris / Grey Carpet
• 3 Projecteurs ajustables / 3 adjustable spots
• 2 Tablettes / 2 Shelves
• Installation et démontage / Installation & Dismantling
• Corbeille à papier / Waste Paper Basket

Choix d'ameublement / Furniture package choice

- 1 Table de 6'L x 30"H x 24" avec jupe (#0553) et 2 chaises grises (#0503)
1 Skirted table 6'Lx30"Hx24" (#0553) and 2 grey side chairs (#0503)
1 Comptoir blanc (#0651) et 1 tabouret de bar (#0512)
1 White Counter (#0651) and 1 bar stool (#0512)

Forfait 10' x 10' Show Special

Table with 4 columns: #, Description, \$ Escomptés Advance \$, \$ Régulier Regular \$

Veillez indiquer votre choix / Please Indicate Choice

Affiche d'identification / Header Sign

TEXTE COMPLET COMPLETE COPY

Choix de couleurs des panneaux / Panel colour choices

Velcro bleu / Blue Velcro

Érable / Maple

SVP indiquer un 1er et un 2e choix de couleurs pour les panneaux. Si votre 1er choix n'est plus disponible, nous vous fournirons votre 2e choix.

Summary table with columns: Montant / Amount, TPS 5% GST, Total partiel / Sub-Total, TVQ 7.5% QST, TOTAL

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES CANADA / P.E. Poitras stipulées dans ce manuel de l'exposant.

INDEMNITÉ D'ANNULATION: En tenant compte des coût de matériaux et de main d'oeuvre, toute annulation avant le début du montage sera chargée à 50% du coût original, après l'installation toute annulation sera chargée à 100% du coût original.

Form with fields: COMPAGNIE / COMPANY, COURRIEL / EMAIL, # DE STAND / BOOTH#, SIGNATURE, NOM / NAME, DATE